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**WASHINGTON STATE
EMERGENCY OPERATIONS PLAN**

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**Washington State
EMERGENCY OPERATIONS PROCEDURE**

PART A

Basic Plan

I. INTRODUCTION

A. References

1. RCW 38.52 Emergency Management
2. RCW 38.54 State Fire Mobilization
3. WAC 118.30 Washington Administrative Code (WAC), Emergency Management
4. Washington State Comprehensive Emergency Management Plan
5. Washington State Duty Officer Standard Operating Procedures

B. Purpose

The purpose of this document is to provide guidance and procedures for the activation and operation of the Washington State Emergency Operations Center (EOC). This procedure is a supporting document to the Washington State Comprehensive Emergency Management Plan (CEMP) and is incorporated as Appendix 1 (Direction and Control) of that plan.

C. Scope

This procedure focuses on the response phase of emergency management and the transition to recovery. It is applicable to state operations for hazards and contingencies outlined in the Washington State Comprehensive Emergency Management Plan (CEMP). The procedure addresses operations at the state's Emergency Operations Center (EOC) located at Camp Murray, Tacoma, Washington. Operations at an alternate location in the event that the Camp Murray facility is unusable or inaccessible will be addressed in support of the Survivable Crisis Management Plan.

D. Definition of Emergency/Disaster

EMERGENCY – An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

DISASTER – An event expected or unexpected, in which a community's available, pertinent resources are expended. It may also be the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Examples of emergencies/disasters:

- ◆ When state efforts are needed to help local governments fight floods.
- ◆ When the Department of Ecology responds to an oil spill of large proportions or a threatened spill, as in the case of a grounded tanker.
- ◆ When the Department of Natural Resources is fighting fires which threaten homes or communities.
- ◆ When an earthquake occurs in the state.
- ◆ When a pending storm is, or has the potential to be, of such severity as to endanger lives.
- ◆ When an earthquake in the Pacific Ocean causes a Tsunami Warning to be issued for the coast of Washington.
- ◆ When the Washington State Patrol, Department of Transportation or other government agency responds to a large transportation emergency, such as a major freeway accident, air crash, ferry accident or bridge collapses.

Local emergencies (structural fires, etc.) are not considered in this definition; unless the local government requires state assistance.

II. GENERAL CONCEPT OF OPERATIONS

The state EOC will support state agency operations and local jurisdictions in response to an emergency or disaster. Representatives when requested from state agencies, will be in the EOC to coordinate their agency's response with overall state operations. The EOC operation is based on use of the Incident Command System (ICS) and is designed to function at a level consistent with the size and complexity of an event.

III. PHASED RESPONSE PLAN: SUMMARY

The phased response plan is designed to staff a response operation as dictated by the size and complexity of the event.

The nature and extent of the response to any given incident by the Division will vary with the size and complexity of the incident. The functions carried out in any response phase are basically the same and will follow the Incident Command System concept along with possible designation of Emergency Support Functions (ESF) in order to easily align with the Federal Response Plan and the CEMP as revised in 1997. The level of activity, the number, and skills of staff required to carry out those activities will vary. The Emergency Management's Duty Officer receives the initial notification of an incident a position staffed on a 24/hour a day basis.

A. Phase I - Routine Operations

Incidents are handled only by the duty officer in the duty room in cooperation with other local, state and federal agencies. Other staff may be involved as advisors if needed for specific expertise. The Duty Officer responds to incidents following established Standard Operating Procedures (SOPs) as outlined in the Washington State Division of Emergency Management Duty Officer Standard Operating Procedures. See Attachment 1 to this procedure, Duty Officer SOP, TABLE OF CONTENTS.

B. Phase II - Enhanced Operations (Alert Stage)

An incident is or could potentially grow beyond the capability of the Duty Officer to handle. In this instance the Duty Officer, along with select staff, are tasked to support the incident from the state EOC.

Any one or a combination of the following individuals will make the decision on whether an incident meets the criteria for Phase II:

- Duty Officer
- Emergency Operations Manager
- Operations Unit Manager
- Chief of Staff
- Director or Acting Director

During this phase, the Duty Officer will continue to monitor and process other requests for assistance, separate from the incident that has caused activation of the EOC.

As a general rule, transition from Phase I to Phase II will automatically occur when:

- A local jurisdiction has activated its EOC
- The Division has deployed staff to the field
- Intelligence data indicates the potential for an emergency that is or may grow beyond the capability of affected local jurisdictions

At this phase, one or more persons may be initially tasked to the following functions:

- EOC Supervisor
- Operations
- Information, Analysis, Planning
- Logistics
- Administrative
- Public Information
- Telecommunications
- Selected other agencies, as needed

Staffing of these functions will continue until the EOC Supervisor determines that the staffing level should be increased or decreased depending on the status of the event and response efforts.

Staff assigned to these positions will carry out the responsibilities outlined in position checklists for all positions within that respective functional area. For example, the individual assigned to the Operations function will carry out the tasks outlined in the Operations Section Supervisor position checklists as well as the Operations Coordinator position checklists (See Checklists).

Actions to be taken at this time may include:

- ◆ Response agencies (WMD, EMD, WNG, WSP, DOE, etc.) actively assess the situation, gather intelligence from the field, and prepare to respond of the state and the affected local jurisdiction.
- ◆ The state EOC and other agency command posts (CP) are staffed in preparation for full activation. Key state agencies may be requested to send representatives to state EOC.
- ◆ Forward liaisons are dispatched to local EOCs, field CPs, emergency-operating facilities (EOFs) or EOCs as they are activated and requested by the local jurisdiction.

- ◆ Notification of the event and the alert actions are made to the following:
 - The Adjutant General
 - Governor's Staff Director and Press Secretary
 - All potentially affected or responding state agencies
 - Local governments
 - Neighboring states and provinces
 - Required federal agencies
- ◆ The Governor's Press Secretary disseminates public information regarding the state's alert actions. Information is provided to the Press Secretary by the public affairs staff of the division, Military Department and or other state agencies.
- ◆ The Governor, members of the Crisis Management Team, and/or state response personnel may assess the potential emergency. Actions may include fly-over, ground visits to affected areas, consultations via phone with elected officials (i.e. neighboring governors, county commissioners), or other public appearances, etc.

If additional staff support is required, the EOC Supervisor will have the authority to escalate to Phase III EOC activation or any intermediate level of staffing that the situation may dictate.

C. Phase III - Full Operation

An incident's size and complexity requires representation in the EOC by all appropriate state and outside agencies and organizations to support expanded operations. The number of staff and the agencies represented will vary by incident. In this phase, the level of activity dictates that normal Emergency Management Division staff functions cease and all personnel respond in support of the incident, performing functions in accordance with position checklists and previous EOC training. As the event becomes more defined, some staff may be released after shift staffing schedules are established.

Possible actions to be taken at this time include:

- ◆ The state EOC and other command posts are fully activated, with representation from appropriate state agencies, along with necessary federal agencies, local government and volunteer organizations. Requests from local governments for state assistance are prioritized and fulfilled commensurate with available resources.
- ◆ If requested liaisons to local EOCs, are dispatched to the field as the local EOCs or command posts are activated.
- ◆ The Crisis Management Team continues to assess the emergency, oversee state emergency actions, and advise the Governor's Staff Director. In most cases, the Disaster Manager position in the EOC will orchestrate the actions of the Crisis Management Team and the Governor's Office during an emergency.
- ◆ If a formal proclamation of Emergency is recommended, it will be advised, by the Governor's Chief of Staff, whether a formal state of emergency is recommended.
- ◆ The Governors formal actions can include (proclamation of emergency, activation of the National Guard, etc.) (See Paragraph VI, VIII, and Attachment 15). Requests for presidential proclamation, etc.
- ◆ The Governor, Crisis Management Team, and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include fly-over, ground visits, briefings by state agencies, etc.
- ◆ Continued notifications to local governments, neighboring states, federal agencies and

provinces are made, informing them of state emergency actions and coordinating responses.

- ◆ The Governor's Communication Director activates public information team to handle all public information activities (from the state EOC and other locations as desired).
- ◆ The Governor's Office and Crisis Management Team provides stakeholder management and maintains contact with neighboring states, the White House, the Congressional Delegation and Legislators.

Duty calls not related to the incident will generally be handled by a Duty Officer and separated from activation-related calls; which will be handled by EOC staff. The Duty Officer will continue to provide warning functions as required by any incident.

D. Phase IV – Catastrophic Operations

A major catastrophic event has occurred that exceeds the capability of state and local government to provide timely and effective response to meet the needs of the situation. For example, the occurrence of a large or catastrophic earthquake in a high-risk, high-population area. An event of this magnitude would cause numerous casualties, property loss, and disruption of normal life support systems and significantly impact the regional economic, physical, and social infrastructures. As a general rule, transition to this phase occurs when the EOC is conducting response operations.

Actions to be taken at this time may include:

- ◆ The state EOC and other incident command posts are fully activated with representation from appropriate state agencies, along with necessary federal agencies, local government and volunteer organizations. Requests from Local governments for state and federal assistance are prioritized and fulfilled commensurate with available Resources and proclamations.
- ◆ One or more selected state level Emergency Support Functions (ESFs) has been activated to respond to the situation.
- ◆ FEMA Region X is notified and a Regional Operations Center (ROC) activated to establish links with the state EOC until the Federal Emergency Response Team (ERT) is established in the field.
- ◆ A Governor's Proclamation of Disaster is in effect and pending approval of a Presidential Declaration of Disaster to allow use of federal assets.
- ◆ The Crisis Management Team continues to assess the emergency, oversee state emergency actions, and advise the Governor's Staff Director.
- ◆ The Governor, Crisis Management Team, and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include fly-over, ground visits, briefings by state agencies, etc.
- ◆ Continued notifications to local governments, neighboring states federal agencies and provinces are made, informing them of state emergency actions and coordinating responses.
- ◆ The Governor's Communications Director activates a public information team and continues to handle all public information activities (from the state EOC and other locations as desired).

- ◆ The Governor's Office and Crisis Management Team maintains contact with neighboring states, the White House, the Congressional Delegation and Legislators.
- ◆ The Emergency Management Duty Officer will continue to handle calls not related to the incident. The Duty Officer will continue to provide warning functions as required by any incident.

MANAGEMENT NOTIFICATIONS FOR EMERGENCIES

NOTIFICATION OF EMERGENCY OPERATIONS MANAGER, OPERATIONS UNIT MANAGER, DIRECTOR/ACTING DIRECTOR, CHIEF OF STAFF, THE ADJUTANT GENERAL AND THE GOVERNOR'S OFFICE

A. Notification Of The Emergency Operations Manager Or The Operations Unit Manager

1. The Duty Officer will notify the Emergency Operations Manager or Operations Unit Manager when:
 - a) "Warnings" are received (e.g. a "Warning Message" other than weather).
 - b) On all weather related "Watches" and "Warnings."
 - c) The incident is "unusual" and does not happen frequently (e.g., train derailment, and missiles in a dumpsite).
 - d) Petroleum spills over 100 gallons and any other reported hazardous spill that the Director should know about.
 - e) Significant incidents on state and Interstate Highways.
 - f) Incidents where sabotage or terrorism is suspected.
 - g) Anything of a sensitive nature that would be of interest to the news media (e.g. SAR missions involving VIPs).
 - h) Updates of significance on the status of an incident already in progress.
 - i) Incidents where there is no guidance.

B. Notification Of The Director Or Chief Of Staff

1. The Emergency Operations Manager or The Operations Unit Manager will notify the Director or Chief of Staff or acting Director when:
 - a) The severity of the situation warrants.
 - b) It is politically prudent.
 - c) The event meets the criteria for notification of the Governor's Office

THE DIRECTOR WILL THEN NOTIFY THE ADJUTANT GENERAL AND THE GOVERNOR'S OFFICE.

C. Agency Director

The Adjutant General will be notified regarding any situation that requires notification of the Governor's Office.

The primary point of contact with the Adjutant General is the Director. However, if the Emergency Management Duty Officer is unable to immediately contact the Emergency Operations Manager, the Operations Unit Manager, the Chief of Staff, the Director or Acting Director, he/she will immediately notify the Adjutant General and the Governor's Office about the situation following the criteria listed below. Following notification of the Governor's Office and the Adjutant General, time permitting, the Duty Officer should continue to attempt contact with the Emergency Operations Manager and others within his/her chain of supervision.

D. Governor's Office

Whenever notification of the Governor's office is required, both the Governor's Chief of Staff and Communications Director will be notified.

1. The Governor's Chief of Staff and the Governor's Communications Director may be notified regarding emergencies that meet one or more of the following criteria:
 - a) The event is potentially life threatening (excluding SAR missions).
 - b) Activation of the Washington National Guard is anticipated or requested.
 - c) The emergency affects multiple Jurisdictions and is anticipated to continue for more than a few hours.
 - d) Evacuation of citizens is occurring or anticipated.
 - e) An event has or is likely to require activation of the state's emergency response system or state EOC and local EOCs.
 - f) The event is likely to result in wide news coverage.

- g) Any severe weather warning that is likely to cause widespread damage and/or injury/death.
- h) Forest fires, which are near homes or communities.
- i) Significant hazardous materials spills.
- j) A detected earthquake above 4.0 magnitude.
- k) Any tsunami warning.
- l) Events occurring at a Fixed Hazard Facility.
(Umatilla Chemical Activity, CGS - Columbia Generation Station, DOE-Richland)
- m) Known or suspected terrorist use of weapons of mass destruction.

The Emergency Management Division Director or Acting Director will be the primary contact with the Governor's Office. However, if the Emergency Management Duty Officer is unable to immediately contact the Emergency Operations Manager, Operations Unit Manager Chief of Staff or Director, he/she will assume the responsibility for notifying the Adjutant General and the Governor's Office in that order.

Whenever a "gray area" for notification is encountered, the state Duty Officer will err on the side of making the notification.

2. When notification of the event is made to the Governor's Staff Director and Communications Director, the following will be discussed:
 - a) Nature of the event
 - b) Prognosis, if known
 - c) Actions being taken
 - d) Actions recommended (activating the Guard, going to "alert" mode, etc.)
 - e) Emergency proclamation
 - f) Recommended level of public information response
 - g) Anticipated/recommended schedule for briefing or update

V. EOC ACTIVATION PROCEDURES

A. Duty Officer

The Duty Officer will discuss possible EOC activation with the Emergency Operations Manager, Operations Unit Manager, Chief of Staff, and Director/Acting Director and determine the extent of staff and agency call out depending on the situation. In the event that the Duty Officer is unable to contact the Emergency Operations Manager or the Operations Unit Manager or the Chief of Staff or Director/Acting Director, the Duty Officer should take steps to activate the EOC based on his/her own independent judgment.

B. Activation Process

The activation process is initiated by an announcement to the Emergency Management Division staff in the Camp Murray facility during business hours, and by telephone during non-business hours. Assigned staff comprising the Initial Response Team (IRT) will report to the EOC for a briefing on the incident by the Duty Officer. Selection of person (s) to support the operation, and shift assignments will then be determined (See Attachment 5, EOC Staffing Pattern). The Unit Managers and PIO are alerted as part of the IRT and report to the designated Disaster Manager to initiate staffing of their assigned functional areas.

C. Staff and Agency Callout

The Duty Officer, Telecommunications personnel, or Emergency Operations Manager using the telephone and/or pagers, will notify selected agency staff (i.e.; Initial Response Team, Individuals etc.) and/or selected state agency' liaisons.

D. Initial Staffing

1. The Emergency Operations Manager, or assigned Disaster Manager, will designate an EOC Supervisor who, upon arrival, will:
 - a) After reviewing pertinent messages and information from the field, ensure all warning information has been disseminated.
 - b) Be prepared to make essential operational decisions, to include preliminary staff assignments and deployment of manpower and resources.
 - c) Be prepared to discuss and determine the need for public information support and/or activation of the Washington Emergency Information Center (WEIC) with the Director/Acting Director and/or Public Information Officer. (**NOTE:** Refer to the WEIC Manager and Director's EOC Check Lists for procedures for obtaining assistance.)
 - d) Assume control of incident operations and remain in control until properly relieved.
2. The first telecommunications staff person to arrive at the EOC will:
 - a) Receive a briefing from the Duty Officer or EOC Supervisor and assist the Duty Officer as necessary.
 - b) Follow the instructions of the Telecommunications Supervisors Checklist as the situation dictates.
3. All subsequent staff reporting to the EOC as part of the IRT will follow the initial activation priorities:
 - a) Report to the EOC Supervisor (or Duty Officer if no EOC Supervisor assigned) to

receive functional assignment and to assist with warnings, notifications, or staff recalls.

- b) Bring facility equipment into operation and begin posting pertinent information on video displays, Pana-boards, ect.
- c) Activate switchboard or begin answering night service bell for EOC numbers.
- d) Attend situation brief and begin functional activities until relieved by other staff in a full activation.

VI. PROCLAMATION OF EMERGENCY

A proclamation of emergency will be recommended when one or more of the following occur:

- ◆ The state will pursue federal assistance for either response aid or recovery aid.
- ◆ If the National Guard is required to assist local jurisdictions.
- ◆ When the event will potentially overwhelm the capabilities and resources of the affected local jurisdictions.
- ◆ When one or more local jurisdictions have proclaimed emergencies and the state is responding to assist them. (Sometimes local governments will proclaim an emergency, but do not need outside help).

The state EOC has been activated for more than 24 hours.

- ◆ The Governor, recognizing the seriousness of the situation, wishes to assure the public that the state is responding with all available resources to protect the public health and safety.

VII. ORGANIZATION AND RESPONSIBILITIES

A. Location

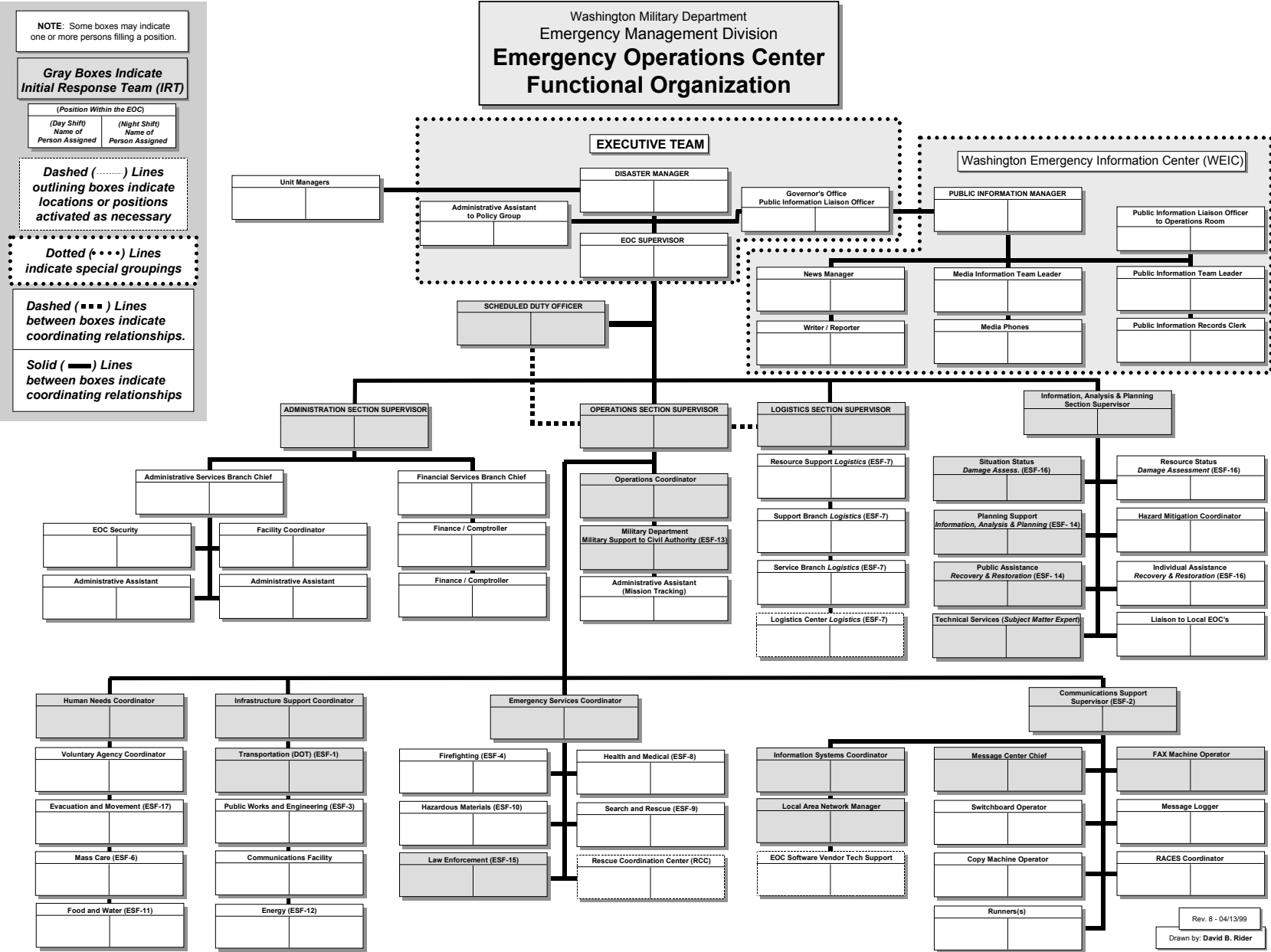
The major portion of the Washington State EOC along with general office space is located at Building 20, Camp Murray, Washington, (See Attachment 3 for facility floor plan).

B. Organization

The EOC is organized using the Incident Command System as a model. This model includes the following six functional areas:

- Executive Team
- Operations Section
- Logistics Section
- Administrative Section
- Information, Analysis and Plans Section
- Public Information Section

The EOC is organized in accordance with the basic concepts of the Incident Command System (ICS) and incorporates state-level Emergency Support Functions ESFs. Figure # 1 diagrams the organization and functions. In addition, staff may be assigned to local EOCs as Liaison Officers, field command posts, or local Emergency Operations Facilities (EOFs), as provided for within the state EOC Incident Command System



C. Responsibilities

1. Functional Staffing

- a) The Operations and PEET Unit will be used to the maximum extent possible to staff the Initial Response Team (IRT) for both exercises and actual events. This will allow other staff to concentrate on program and service delivery as appropriate until such time as their assistance is required in the EOC. Other unit staff may be required to fill open positions in the staffing pattern.
- b) Each Unit will be responsible to provide trained personnel for their EOC functional areas of responsibility (see below) as well as some back-up as necessary to other areas, if enhancement to the IRT is necessary or activation will be protracted:

<u>FUNCTIONAL AREA</u>	<u>RESPONSIBILITY</u>
Public Information	Public Information Section
Operations Section	Operations Unit
Telecommunications Section	Operations Unit
Logistics Section	Operations Unit
Information Analysis and Planning Section	PEET Unit
Administration Section	Programs and Recovery Unit
Recovery Functions	Programs and Recovery Unit
Additional support as required	Enhanced 911 Unit and Public Assistance Unit

The functional areas are designed to be flexible and all will have as their secondary function the responsibility to assist other functional areas as intensity levels change.

- c) E911 and Public Assistance Unit personnel may be used to augment the EOC as appropriate. This may include augmenting the Telecommunications Section, Public Information Team, or serving as a Liaison to local jurisdictions.
- d) The Washington Emergency Information Center (WEIC) is divided into two major functions - public and media information services. While these activities may be physically separated from the Operations Room of the EOC they will function in a complimentary and mutually supportive manner through use of liaison officers to the Operations Room to facilitate the exchange of information.
- e) The Public Information Phone Team Leader position will continue to organize this effort before an event and will be Section Supervisor during actual operations. Staffing of the team will continue to be coordinated with other state agencies. The Team Leader is also responsible for training that must be provided to team members before the team can actually be placed into service. When this team is activated, it will be housed at Camp Murray, WA.
- f) Other Military Department staff and other agencies may be asked to provide staff for a variety of EMD functional positions in the EOC on a 24-hour basis. These staffers will receive functional position briefings and EOC sustainment training on their respective assignments. They will then be expected to participate in exercises or be called on for actual events.
- g) Ideally, individuals will be cross-trained within their functional areas as well as across functional lines. This will provide a more robust response capability and

enhance the ability of individuals to understand all the elements of a fully functioning EOC. Therefore, individuals may be scheduled to fill a position outside their normal function during exercises/ training and actual events.

2. Executive Section

- a) Governor - The Governor, via the Crisis Management Team, provides overall direction and control for emergency actions to protect life and property under the scope of the CEMP and RCW 38.52.050.

Whenever an emergency occurs which requires a response by state government, the Governor's Crisis Management Team (CMT) may convene, in person or by phone, to assess the situation and oversee state agency actions. The Crisis Management Team will make recommendations to the Governor's Staff Director regarding additional actions, which should be considered.

The Crisis Management Team is comprised of, at a minimum:

- The Governor's Chief of Staff
- The Governor's Press Secretary
- The Adjutant General
- Director, Emergency Management Division

In addition to the members listed above, other Cabinet level members and state agency directors, as appropriate, will be represented on the CMT. Examples are: In emergencies where public health is a major concern, the Secretary of the Department of Health should be included on the team. Should a major oil spill occur, the Director of the Department of Ecology should be included on the team.

- b) EMD Director

- 1) Makes executive and policy decisions.
- 2) Notifies Governor and The Adjutant General, as appropriate and keeps them informed.
- 3) Coordinates with other state agency directors and Cabinet level members.
- 4) Coordinates with state and local elected officials.
- 5) Coordinates with FEMA Regional Director.
- 6) Coordinates with state directors from neighboring states and provinces.
- 7) Recommends emergency proclamation to Governor. (See Paragraph VI and Attachment 15).
- 8) Coordinates with WEIC Manager and state Public Information Officer (PIO).

- c) Disaster Manager

- 1) Recommends executive and policy decisions to Crisis Management Team.
- 2) Implements executive and policy decisions through the EOC.
- 3) Directs Public Information activities.

- 4) Directs and controls EOC operations through the EOC supervisor.
- 5) Performs activities of the EMD Director in their absence.

3. Public Information Section

Governor's Press Secretary - The Governor's Press Secretary is the Lead State Emergency Public Information Officer. Emergency public information procedures and information are outlined in the Washington Emergency Information Center (WEIC) manual (see WEIC Procedures, PIO Office). The EMD Public Information Office will provide information support.

4. EOC Supervisory Section

The EOC Supervisor and Assistant Supervisor acts on behalf of the EMD Director and the designated Disaster Manager to manage the EOC. They will Provide overall direction and coordination to all EOC sections.

5. Administration Section

The Administration Section is responsible for comptroller services and all internal support to the EOC and EOC staff. This includes, but is not limited to, activation cost tracking, clerical support, staff assignment and scheduling, record/log maintenance, EOC security, facility maintenance, staff feeding, equipment, supplies, logistical support and other administration activities.

6. Logistics Section

The Logistics Section is responsible for locating, procuring, cataloging, and prioritized redistribution of resources. In coordination with planning and operations, tracks availability, distribution, redistribution and projected resource needs during the response phase as well ensuring the return of resources during the recovery/demobilization efforts.

7. Information, Analysis and Plans (IAP) Section

The IAP Section collects, compiles, evaluates and displays information to assess the overall impact and magnitude of an incident. They focus ahead of the current situation; anticipating and prioritizing projected needs and actions. This also includes the damage assessment function in the early stages of recovery efforts that collect intelligence information to facilitate analysis and forecasting.

8. Operations Section

The Operations Section is responsible for overarching coordination with federal, state and provincial agencies during activations of the EOC. The operations Section is responsible for processing all local government requests for assistance and tasking of resources. In coordination with the Logistics Section, they track availability, distribution and redistribution of resources to include transportation arrangements and other mission accomplishment details. The Operations Section Supervisor is responsible for coordination and direction of state liaison personnel.

D. Shifts

The EOC, when activated, will operate round-the-clock utilizing 12-hour shifts. In as much as possible, personnel management policies contained in Washington State Merit System Rules (WAC 356 and approved division Collective Bargaining Agreements will be considered in establishing EOC shift staffing patterns. EOC shifts will generally run from 7:00 a.m. (0700) to 7:00 p.m. (1900) on a single day and 7:00 p.m. (1900) to 7:00 a.m. (0700) of the following day. New shifts must arrive promptly and remain after their shift starts for the shift change briefing. The outgoing "On Duty" EOC Supervisor will conduct the formal shift change briefings and each section will brief their relief.

The EOC will remain activated round-the-clock until the event has terminated and the Director, or designee for Emergency Management makes the decision to close the EOC and return to Phase I operations.

E. Staffing

RCW 38.52 and the state Comprehensive Emergency Management Plan (CEMP) mandates representation in the EOC during emergencies from other state agencies that have a hazard specific or ESF response and coordination role.

The Administration Section Supervisor is responsible for establishing a 24-hour staffing pattern in consultation with the EOC Supervisor, Disaster Manager and Unit Managers. Attachment 5 to this plan is the suggested staffing pattern chart format.

**Washington State
EMERGENCY OPERATIONS PROCEDURE**

PART B

Annexes

VIII. EXTENDED OPERATIONS PROCEDURES

- ANNEX A. Activation of State Emergency Support Functions (ESF)
- ANNEX B. Activation of Joint Information Center (JIC)
- ANNEX C. Activation of Logistics Center
- ANNEX D. Activation of Rescue Coordination Center (RCC)
- ANNEX E. Activation of Alternate/Forward EOC
- ANNEX F. Telecommunications Operations
- ANNEX G. Activation of National Guard for Emergencies/Disasters
- ANNEX H. Basic EOC Operations/Procedures
- ANNEX I. Transition of Recovery Operations
- ANNEX J. Staff Disaster Response Policy

ANNEX A

ACTIVATION OF STATE EMERGENCY SUPPORT FUNCTIONS

A. Purpose

To provide for the integration and expeditious activation of specific or multiple Emergency Support Functions (ESFs) as defined by the Federal Response Plan (FRP) and state Comprehensive Emergency Management Plan (CEMP). Activation of FRP or CEMP ESFs are usually associated with large scale disasters and emergencies. However, certain unique local emergencies may require the activation of a particular ESF due to extraordinary resource requirements.

B. Concept of Operations

1. The state Emergency Operations Center (EOC) will be activated as necessary to coordinate emergency management and response activities during disasters and emergencies. In accordance with the State Comprehensive Emergency Management Plan (CEMP), state agencies have been organized and assigned responsibilities under specific ESFs to facilitate coordination of mission requests through EMD. The first 11 functions mirror those contained in the FRP and include transportation, communications, public works and engineering, firefighting, information and planning, mass care, resource support, health and medical services, search and rescue, hazardous materials, food and water, and energy. Five additional state specific ESFs are law enforcement, military support to civil authorities, recovery and restoration, damage assessment, and evacuation and movement. Each ESF has designated primary agencies and support agencies. An ESF Responsibility Matrix is shown in Figure #1 (Page__). The chart lists ESFs and agencies with joint primary responsibilities (P) and support responsibilities (S).
2. Local jurisdictions have the primary responsibility for emergency operations and will use all available local resources including private sector and voluntary organizations. If necessary, the senior elected official of the local jurisdiction may declare a local state of emergency.
3. If an emergency exceeds local capabilities, and the affected jurisdiction has mutual aid agreements in place, then mutual aid may be requested from other local jurisdictions or county resources through the affected local EOC. ESF specific resources may be requested through the state EOC once county resources and local mutual aid are exhausted.
4. Based on information and requests from local and county jurisdictions, the Director of EMD will, when necessary, activate the state EOC and

implement individual or multiple ESFs in accordance with the CEMP and this annex.

5. Local jurisdictions and state agencies will report the severity, magnitude and impact of damages to the state EOC
6. The state EOC will take action to identify unmet requirements, mobilize, and deploy state and volunteer resources to affected areas to assist local jurisdictions in life-safety response efforts.
7. If Federal response assistance is required, it will be provided using specific or multiple Federal ESFs, as necessary. State agencies with primary ESF responsibilities will coordinate directly with their functional ESF support agency counterparts. Assistance may be provided to the state by the Federal Emergency Management Agency (FEMA) Emergency Response Team (ERT) or their Advanced Element of the Emergency Response Team (ERT-A).

B. Response Actions

1. In addition to this document, in the event of activation of one or more ESFs, EOC staff will refer to the CEMP for definitive guidance on coordination and implementation of state agency roles and responsibilities for a particular emergency.
2. The determination to activate a single or multiple ESFs resides with the Director or his designated Disaster Manager.
3. Once the Director or Disaster Manager has approved activation of an ESF, the Emergency Operations Manager or his designee (EOC Supervisor) will direct the Duty Officers or the EOC Operations Section Supervisor to notify those state agency(s) having primary ESF responsibility, and those agencies with support responsibilities. These may be found in the ESF Participating Agency Responsibility Matrix (Fig #1). The notification to the ESF responsible agencies should include instructions on the need for them to deploy a liaison(s) to the EOC and if requirements for 24-hour staffing is in effect.
4. The duty officer or Operations Section Supervisor will use the ESF notification process to also update ESF agency POC 24-hour phone, fax and pager contact numbers.

5. Upon arrival at the EOC, ESF agency liaisons will be briefed jointly by the Disaster Manager and EOC Supervisor on current status of the event and ESF specific implementation instructions.

FIGURE 1
EMERGENCY SUPPORT FUNCTIONS PARTICIPATING AGENCY RESPONSIBILITIES
MATRIX

[illegible]

STATE AGENCIES	1 - TRANSPORTATION	2 - TELECOMMUNICATIONS & WARNING	3 - PUBLIC WORKS & ENGINEERING	4 - FIREFIGHTING	5 - INFORMATION ANALYSIS & PLANNING	6 - MASS CARE	7 - RESOURCE SUPPORT	8 - HEALTH & MEDICAL SERVICES	9 - SEARCH & RESCUE	10 - HAZARDOUS MATERIALS	11 - FOOD & WATER	12 - ENERGY	20 - MILITARY SUPPORT TO CIVILIAN AUTHORITIES	21 - RECOVERY	22 - LAW ENFORCEMENT	23 - DAMAGE ASSESSMENT	24 - EVACUATION & MOVEMENT
Military Department, Emergency Management Division	S	JP	S	S	P	P	S/P	S	JP	S	S	S		P	S	P	P
Military Department, National Guard	S	S	S	S	S		S	S	S	S	S		P	S	S	S	S
Department of Natural Resources		S	S	JP			S		S	S		S		S	S		S
Parks & Recreation Commission	S	S	S	S	S		S		S	S				S	S	S	S
Department of Personnel																	
Department of Printing																	
Superintendent of Public Instruction	S										S						
Department of Retirement Systems																	
Department of Revenue														S		S	
Office of the Secretary of State																	
Department of Social and Health Services								S			S			S			S
Washington State Patrol	S	S	S	JP	S		S		S	JP				S	P		S
Department of Transportation	P	S	S	S	S		S	S	JP	S	S	S		S		S	S
State Treasurer							S										
Utilities & Transportation Commission	S	S										S		S	S	S	S
Department of Veterans' Affairs																	
American Red Cross					S	S	S	S	S		S			S		S	
Emergency Management Council												S					

LEGEND:

JP: Joint Primary Responsibilities
P: Primary Responsibilities
S: Supporting Responsibilities

ANNEX B

ACTIVATION OF JOINT INFORMATION CENTER (JIC)

A. Purpose

To provide guidance and procedures to carry out the public information function in support of Emergency Operations. This annex defines the process and responsibilities for the implementation of a Joint Information Center.

B. Concept Of Operations

Washington State government may be called upon to establish a Joint Information Center (JIC) during an emergency or disaster. The JIC is a physical location where Public Affairs Officers (PAOs) from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released is coordinated among the departments and agencies involved to assure its consistency and accuracy. Each PAO will continue to speak for their respective agency during response and recovery operations. No reference is ever made to a program of another agency without prior coordination of that information. (Although all agencies can still use their own mechanisms for their own area specific releases and no editorial or policy control is exercised by the coordinating public information officer over any of them). A JIC may be necessary in one or more of the following circumstances:

- ◆ Multiple local, state and federal agencies are involved in the information dissemination about the incident.
- ◆ The volume of media inquirers overwhelms the capabilities of the WSEIC within the EOC.
- ◆ A large scale public phone team effort must be mounted that over an extended period of time.

C. Organization

Primary Agency:

Military Department, Emergency Management Division

Support Agencies:

Department of Agriculture	Department of Health
Office of Attorney General	Governor's Office of Indian Affairs
Department of Corrections	State Insurance Commissioner
Department of Ecology	Department of Labor and Insurance
Department of Employment Security	Department of Licensing
Department of Fish and Wildlife	Liquor Control Board
Department of General Administration	Military Department, National Guard
Board of Community and Technical Colleges	Department of Community, Trade and Economic Development
Department of Natural Resources	Parks and Recreation Commission
Superintendent of Public Instruction	Secretary of State
State Patrol	Department of Transportation
Utilities and Transportation Commission	Department of Veterans' Affairs
Department of Social and Health Services	Office of the Governor's

D. Response Actions

1. Decision to Activate a Joint Information Center: The WSEIC Supervisor along with the Disaster Manager and the Governor's Communication Director determine if a JIC is necessary. If the JIC is necessary, then three major questions must be answered:

- ◆ What general area of the State will the JIC operate from?
Example: "Up in SEA-TAC area" or "On Camp Murray" or "Over in Benton County".

- ◆ What is the expected staffing size of the JIC?
Example: "10 Staffers with 20 phone bank personnel per shift".

- ◆ How long will the JIC be operational?
Note: Whether it is beneficial for General Administration to lease a separate facility or to co-locate with another local, state or federal agencies' facility.

2. JIC Planning and Implementing Team: Upon determining the responses to those three questions the Disaster Manager then tasks the EOC Supervisor to designate a Project Manager to assist the designated POC from PIO in forming a JIC Planning and Implementing Team. The team consists of the following, as a minimum:

- ◆ Project Manager (designated from Operations Section or tasked from Ops).
- ◆ Public Information Officer (designated from PIO).
- ◆ Telecommunication Coordinator (designated from EMD Telecom Section).
- ◆ Facilities Coordinator (designated from GA if needed).
- ◆ Logistic Support Coordinator (designated from GA or EMD Logistics).

3. The Planning and Implementing team evaluates the guidance provided by the Governor's Communication Director and Disaster Manager, then utilizing the following guidelines establishes the JIC in the most expedite manner:

a) Facility size considerations:

- ◆ How many PIO staff members per shift _____ x 150 square feet
- ◆ How many phone bank members per shift _____ x 70 square feet
- ◆ Media briefing area (open space) 2000-4000 square feet
- ◆ Dining or break area =TBD
- ◆ Storage for supplies and equipment (min of 2000 sq ft)
- ◆ Will FEMA collocate in the facility? If so, how much staffing will be involved?

b) Other considerations:

- ◆ Telecommunication capability (phones, radio, satellite, etc.)
- ◆ Layout of facility
- ◆ Outside of risk area
- ◆ Length of expected operations
- ◆ Lodging
- ◆ Medical dispensary
- ◆ Sanitary facilities for laundry, garbage, etc
- ◆ Parking area for news vans
- ◆ Good accessibility
 - highway
 - airfield
 - helipad
- ◆ Furnishings
- ◆ Office Supplies

E. **JOINT INFORMATION CENTER STAFFING:** The number of staff assigned to a JIC is dependent upon the size, nature and/or complexity of the event. Likewise, the organization of the center must remain flexible to reflect the different nature of emergencies and agencies involved.

1. Responsibilities:

a) Primary Agency: Military Department, Emergency Management Division

- ◆ EMD PIO will be responsible for providing, directing and coordinating all JIC activities under the direction of the Governor's Communication Director.

- ◆ EMD PIO will designate “Lead PIO” and “Deputy PIO” for each staffing shift from available Supporting State Agencies’ PIO staff.
- ◆ EMD PIO will determine staffing levels as necessary and coordinate with Supporting State Agencies for staff members as outlined in the Washington State Comprehensive Emergency Management Plan (CEMP).
- ◆ EMD PIO will provide periodic updates of JIC staffing and operational status to the Disaster Manager and Governor’s Communication Director.

b) Support Agencies:

- 1) The following agencies provide public information officer support to the Office of the Governor, the state EOC or the lead state agency during response and recovery activities.

Department of Agriculture	State Patrol
Department of Corrections	Department of Veterans’ Affairs
Department of Employment Security	Department of Community, Trade and Development
Utilities and Transportation Commission	Parks and Recreation Commission

- 2) The following agencies provide:

- (a) Public information officer support to the Office of the Governor, the state EOC or the lead state agency during response and recovery activities.

- (2) Graphics and editorial support to the Office of the Governor, the state EOC or the lead state agency during response and recovery activities.

Office of Attorney General	Liquor Control Board
Board of Community and Technical Colleges	Military Department, National Guard
Department of Ecology	Department of Natural Resources
Department of Fish and Wildlife	Secretary of State
Department of General Administration	Department of Social and Health Services
Governor’s Office of Indian Affairs	State Insurance Commissioner
Department of Health	Department of Transportation
Department of Labor and Industry	Superintendent of Public Instruction
Department of Licensing	

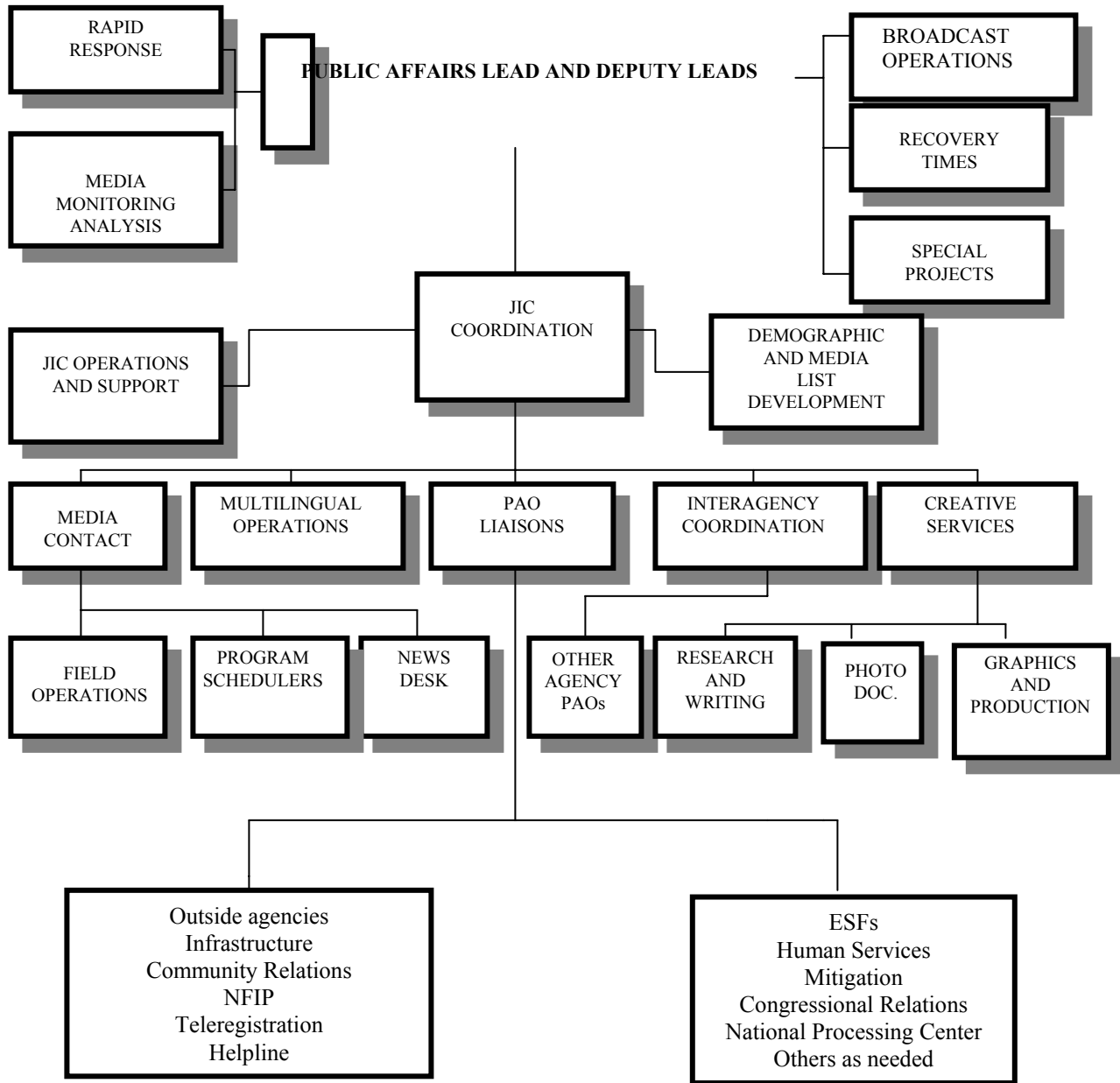
3) Joint Information Center Functions

- ◆ JIC Coordination
- ◆ Demographics and Media List development
- ◆ Operations and office support
- ◆ Media response/media monitoring
- ◆ Research and writing
- ◆ Photo documentation
- ◆ Graphics/production/internet coordination
- ◆ News Desk/news briefing
- ◆ Program schedulers
- ◆ Field coordination with community relations
- ◆ Multilingual operations
- ◆ PAO liaison operations
- ◆ Interagency coordination
- ◆ Special projects
- ◆ Broadcast operations
- ◆ Newsletter/Recovery Times (if FEMA is involved)

4) Joint Information Center Structure: See figure 1.

Activation of Joint Information Center (figure 1)

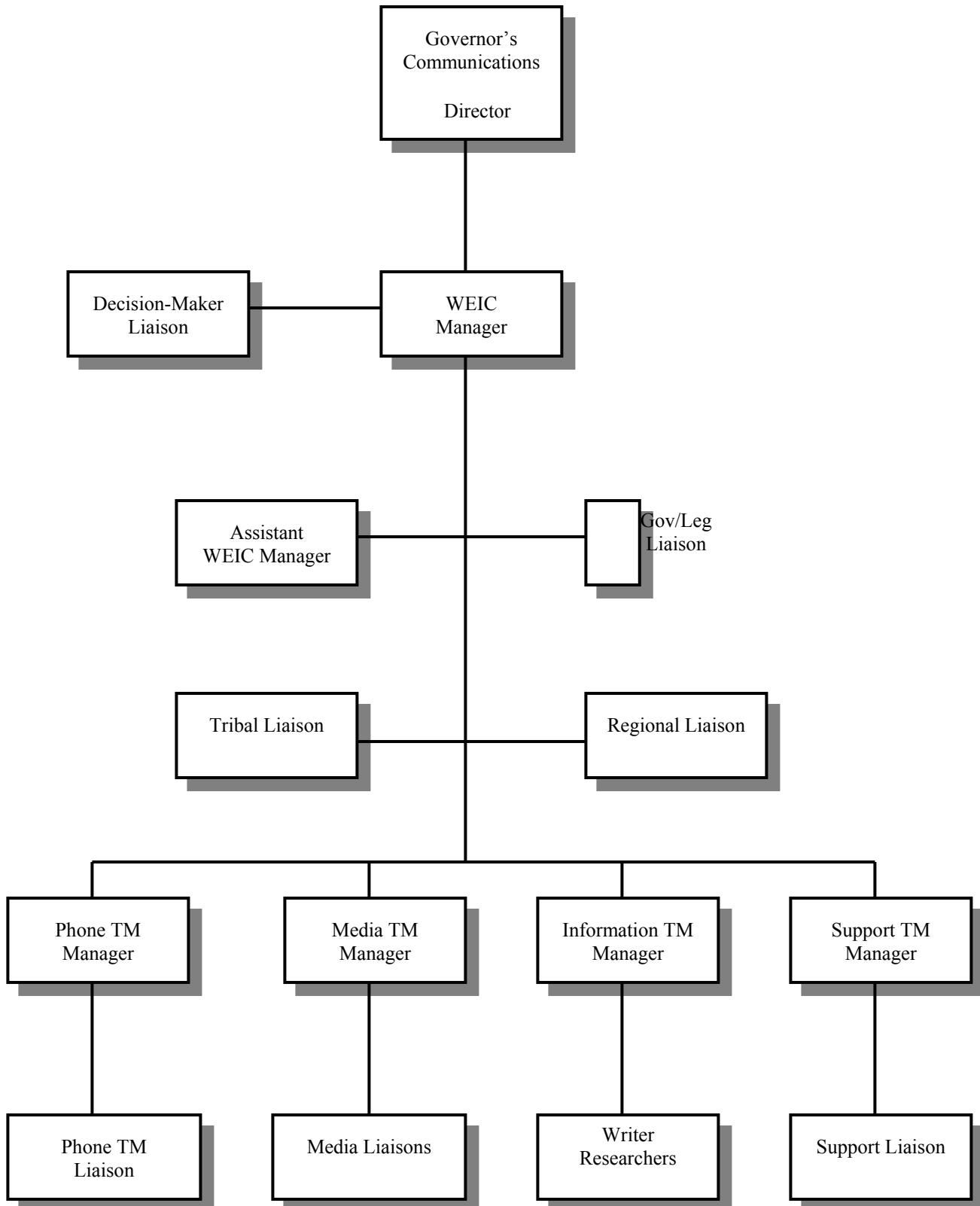
Joint Information Center Functional Chart (Sample FEMA organization)



*Other Agency PAOs co-locating in the JIC perform functions for their own agencies as well as serve in positions within the various JIC functional groups

Activation of Joint Information Center (*figure 2*)

WASHINGTON EMERGENCY INFORMATION CENTER (Sample FEMA organization)



ANNEX C

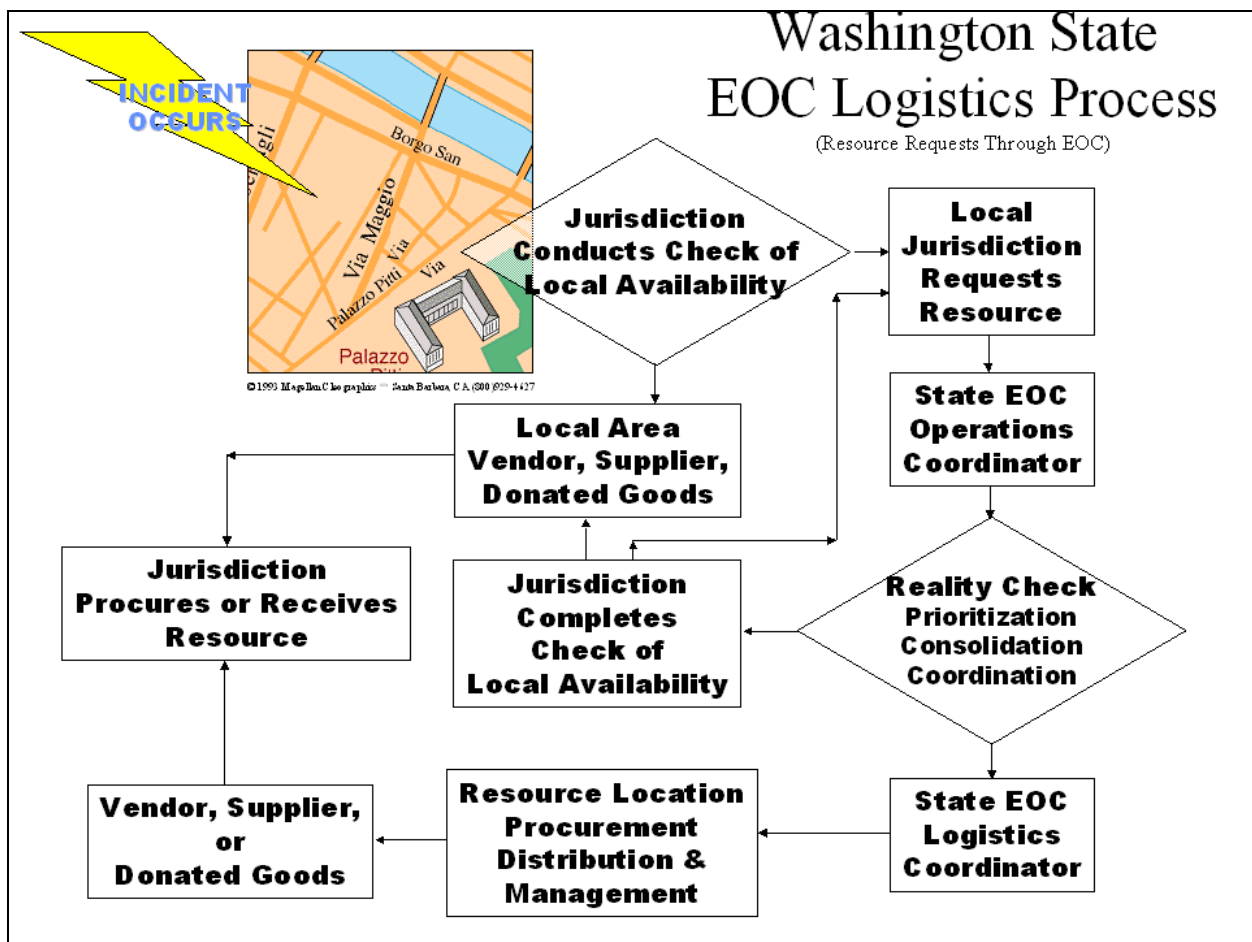
ACTIVATION OF LOGISTICS CENTER

A. Purpose

To provide guidelines for jurisdictions to understand their responsibilities and the state's responsibilities to determine the availability and acquire needed resources; to outline the activation process for a state-wide Logistics Center.

B. Concept Of Operations

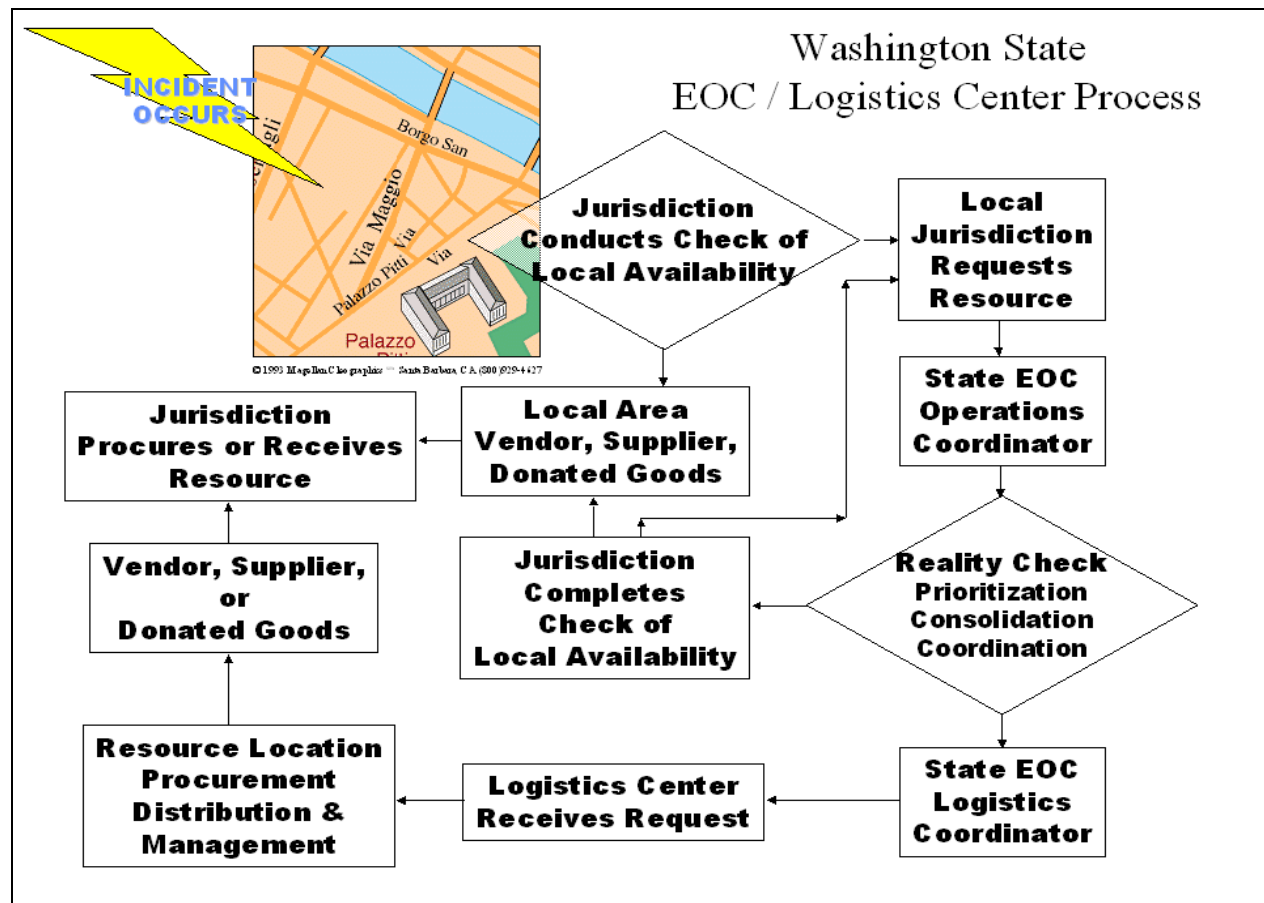
1. The Logistics process is central to an understanding of the concept of and function of the state Emergency Operations Center. The state-wide Logistics Center is simply an extension of this function.



(figure 1)

C. Logistics Process

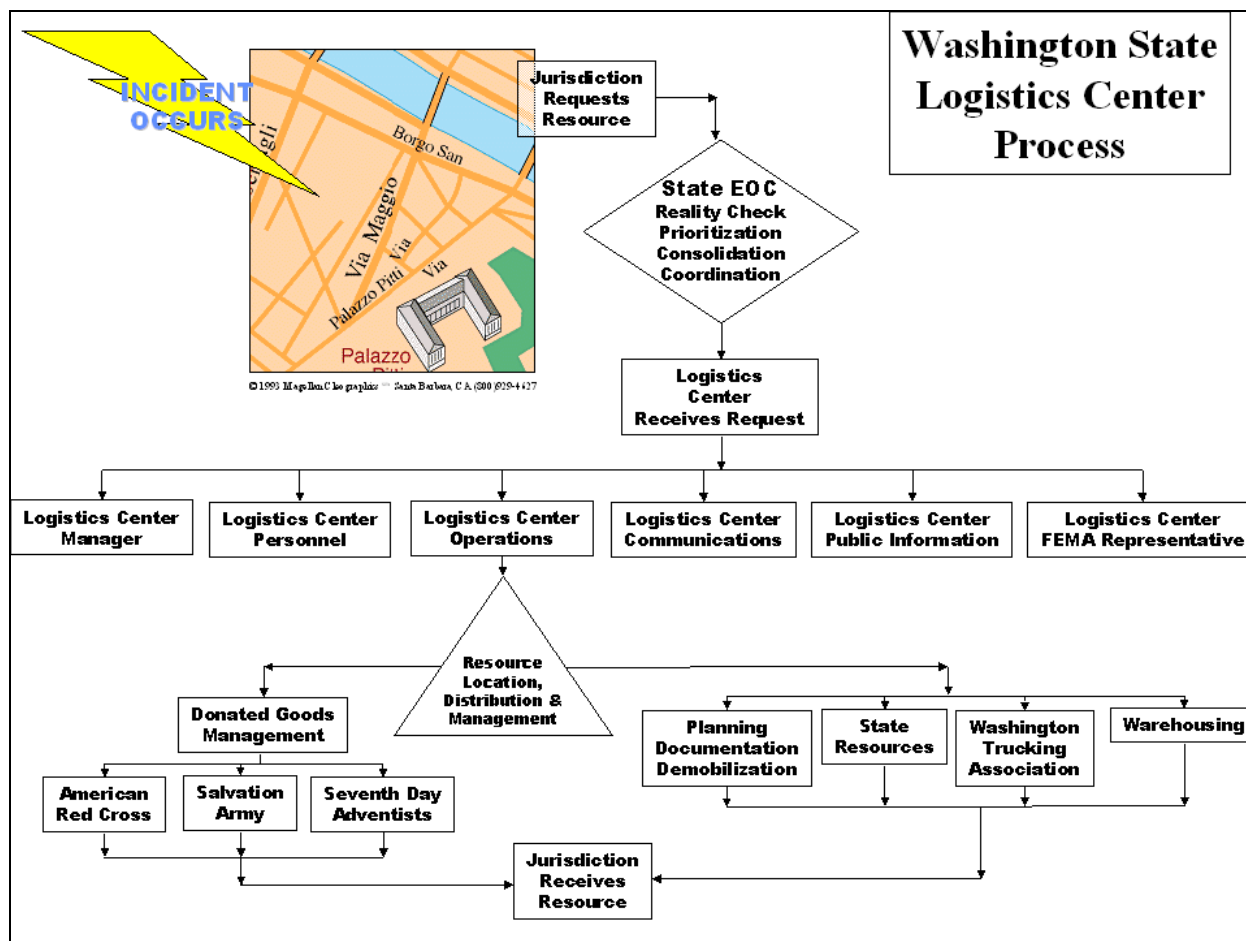
1. When an event occurs, and a jurisdiction finds resources necessary to meet the requirements of the event are becoming scarce or have been depleted, the following process must be adhered to (See figure 1, above):
 - a) The jurisdiction conducts a check of vendors, suppliers, or other sources within its own boundaries and within adjacent areas to determine the availability of the needed resource. This includes government sources, private sector and other sources.
 - b) If the jurisdiction determines the needed resource is not available within the local area, it then contacts the state Emergency Operations Center (EOC) to request the resource.
 - c) Upon receipt of the request, the state EOC attempts to locate the requested resource.
 - d) If a disaster is of such magnitude that a Logistics Center must be activated, the process outlined in figure 2 will be followed.



(figure 2)

D. Logistics Center Activation

1. The Logistics Center is the centralized location for coordination, routing, intake, inventory, sorting, repackaging, and distribution of supplies and donated goods following, or in anticipation of, a major disaster in or near Washington. It will likely be activated in the event a catastrophic disaster occurs and may be activated during or in anticipation of certain other disasters where the need for the center is apparent.



(figure 3)

2. If not designated for a specific agency or organization, donated goods will be routed to the Logistics Center. The items will be received, sorted, and stored prior to trans-shipment to local jurisdiction distribution points.
3. Potential sites for Logistics Centers will be determined jointly by GA and EMD in coordination with local jurisdictions.

E. Sitting Criteria

1. The state-wide Logistics Center should be located out of the immediate disaster area
2. It should have access to at least one (or more) major traffic (i.e., air/land/rail/water) route.
3. Warehousing capability is a must for the Logistics Center.
4. There must be an adequate communications capability either in-place or quickly or easily installed.

F. Primary Agency

Department of General Administration

G. Support Agencies

1. Logistics Support involves the activation and staffing of the state-wide Logistics Center during the response and recovery phases of a disaster. Necessary support may include emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services (ESF #1, Transportation), and personnel required to support the Logistics Center.

H. Situation

1. An earthquake, regardless of intensity, is a geographically isolated incident. While there is a likelihood that regional capability to respond may be severely crippled and, under extreme conditions, be nonexistent in the areas surrounding the epicenter. The remaining productive capacity of the Nation will likely remain intact, assuring the provision of logistical support to response operations.
2. Other significant disasters will likely have similar impacts. The productive capacity of the nation should be able to meet most foreseeable logistical requirements. There may be shortages of a wide variety of emergency survival items (e.g., cots, blankets, tents, and other mass care items).

I. Assumptions

1. Activation of the Logistics Center will likely occur following a major disaster occurrence. The state EOC will coordinate prioritization and allocation of resources for multiple requests.
2. Most logistical requirements will likely be met from resources outside the disaster area.
3. Transport of resources will require a Logistics Center and several staging areas.
4. National Guard or military bases may be available for use.
5. Adequate facilities will be available for materiel handling. Appropriate State and Federal officials should mutually agree upon the use of these facilities prior to a response requirement.
6. Warehouses belonging to agencies within the disaster area will have suffered major structural damage. Supplies contained in these warehouses may be inaccessible during initial post-disaster operations but may be available later as debris is cleared.
7. Logistical support will be required for the immediate lifesaving and life support operations.

J. Organization

1. Logistics Center Support Structure
 - a) The Logistics Center will operate under the direction of the GA, in coordination with the state EOC, Logistics Section.
 - b) Upon notification of activation of the Logistics Center, GA will determine which support agencies will be required to make personnel available to be present at the Logistics Center.
2. Regional-Level Response Structure
 - a) GA will appoint sufficient staff members to manage the Logistics Center on a 24-hour (12-hour shift) basis for the duration of the activation of the Center.
 - b) The Logistics Center should be located outside of the disaster impact area. Proximity to transportation routes (air, highway, rail, and marine) is highly desirable for the location of a Logistics Center.
 - c) Agencies providing support to the Center will also have representatives on a 24-hour (12-hour shift) basis for the duration of the activation of the Center.
 - d) The Logistics Center is the central consolidation point for all resource support requests. Where possible, the location will be determined in concert with affected jurisdictions, EMD, FEMA and other ESF groups during the planning process. This does not preclude establishing other staging areas elsewhere in the disaster area.
 - e) TBD will provide administrative support for the Logistics Center.
3. Notification

- a) The GA Liaison Officer will be notified by the EMD Duty Officer of the need to activate the Logistics Center. The GA Liaison Officer will notify all necessary GA personnel and other required support agencies.
- b) The GA Liaison Officer will use any means necessary to complete their notification. If the GA Liaison Officer encounters difficulties in providing information to the affected personnel, he/she will notify the EMD Duty Officer of the difficulty and request assistance

4. Response Actions

a) Initial Actions

- 1) GA will, within 2 hours after notification:
 - (a) Activate the Logistics Center as required; and
 - (b) The GA Liaison Officer will dispatch the Logistics Center team and assume control of logistical operations supporting the state response.
 - (c) In jurisdictions where potential Logistics Centers are located, memoranda of understanding should be executed to the effect that: the local emergency management organization will assist GA by actually opening and preliminarily staffing the Logistics Center until the GA team arrives and GA can take over the Logistics Center activities and responsibilities.
- 2) The Department of General Administration should:
 - (a) Establish a team in accordance with this ESF to provide management and support of the Logistics Center;
 - (b) Acquire space for the Logistics Center, using pre-identified locations, where applicable;
 - (c) EMD Telecommunications Section will provide communications to the Logistics Center in coordination with ESF #2, Communications;
 - (d) Provide office furniture, equipment, and supplies to equip the Logistics Center; and
 - (e) Ensure that the Logistics Center is operational within 12 to 24 hours of activation provided the pre-designated site and communications facilities are usable and operable.

b) Continuing Actions

From the time of initial operations and throughout the immediate response period (approximately, but not limited to, 30 days), this ESF will provide logistical/resource support in accordance with its charged responsibilities. The following procedures will be used to provide, control, and account for goods and services.

- 1) Upon notification of space requirements, the ESF will determine the availability of suitable space in pre-identified Logistics Center locations.
- 2) If space in desired Logistics Center locations is not available, GA will, if possible, shift to the next closest pre-identified Logistics Center location. As a last resort, GA may have to locate suitable space elsewhere.
- 3) Communications capability will be provided by the method and quantity deemed appropriate by the EMD Telecommunications Section.
- 4) This ESF, in coordination with ESF #1, will determine the number and types of transportation assets required to support the disaster response effort. The ESF will notify the state EOC of the requirement.
- 5) Motor equipment may be provided, generally in this order, from the following sources:
 - (a) Equipment owned by state agencies that may be reassigned to the disaster operation;
 - (b) Contractors; and other commercial sources.
 - (c) National Guard or Federal military sources.
 - (d) The ESF will determine the appropriateness of the types of vehicles and equipment provided to satisfy the identified requirement.
- 6) All required office furniture and equipment will be provided from state inventories or commercial sources, to promptly equip all necessary Logistics Center facilities. The method of acquisition will be determined by GA.
- 7) Office supplies and other expendables will be provided from state stores, supply centers, stock, or other government sources and commercial sources. If from commercial sources, blanket purchase orders may need to be negotiated with commercial vendors in the local area whenever possible to expedite purchases.
- 8) The ESF will make the necessary arrangement for "rapid turn-around" printing, photographic reproduction, layouts, blueprints, forms and formats, and other graphics as required.
- 9) The ESF will make available technical advisors in the areas of procurement, storage, and transportation, etc.
- 10) It may be necessary for the WSP, if available, or other law enforcement, or private contract guard services to provide security activities for the Logistics Center.
- 11) The ESF will establish fuel supply points and procedures to help agencies respond to the situation.

K. Responsibilities

1. Primary Agency: Department of General Administration

The GA will be responsible for providing, directing, and coordinating Logistics Center operations. These activities include:

- a) Locate and make necessary pre-arrangements for use of suitable locations for Logistics Centers for use in emergency operations as necessary to support the state disaster response;
- b) Coordinate the loan or donation of surplus or excess Federal property and its return to the holding agency after use;
- c) Locate and coordinate the use of available space for Logistics Center activities;
- d) Coordinate and determine the availability of and provide consumable non-edible supplies stocked in GA and other supply centers when available;
- e) Procure needed stocks from vendors or suppliers when GA items are not readily available;

2. Support Agencies

- a) Department of Agriculture
 - 1) Provide assistance related to inspection, storage, and transportation of incoming food products at the Logistics Center.
 - 2) Provide assistance in the management and support of the Logistics Center.
- b) General Administration, Architectural Services Division

Provide technical expertise on structural surveys as well as the procurement of external consulting services. This procedure is necessary to assess the structural and fire safety of damaged buildings and lifelines intended to be used as a Logistics Center.

c) Military Department

- 1) Provide available space, furniture, equipment, supplies, transportation, and personnel as may be required for Logistics Center support operations.
- 2) Provide supplemental personnel and equipment needed for distribution of supplies at staging areas, etc.
- 3) Provide armories or other facilities, if available, as staging areas in and outside the disaster area, as requested.

d) Department of Health

Assist in locating and obtaining alternate sources of medical personnel, health services, facilities, and supplies and act as agent at the Logistics Center for inspection, control, storage, and distribution of incoming medical resources.

e) Department of Transportation

Determine the requisite requirements and the locations and schedules for the movement of emergency supplies to and from the Logistics Center and thence into and within the disaster area.

f) Federal Emergency Management Agency

Act as liaison in the provision of logistical support to Federal, State, and local governments.

g) EMD Telecommunications Section

Assist, as appropriate, in coordinating the provisioning of telecommunications assets within the Logistics Center and to the state EOC and distribution points within the disaster area.

L. Resources Requirements

1. Specific requirements and the resources required for them are to be developed.
2. Each supporting agency will provide the personnel necessary to establish their operations at the Logistics Center.
3. Other resources required by this ESF shall be established in coordination with supporting agencies.

EMERGENCY SUPPORT FUNCTION - 7 LOGISTICS SUPPORT

APPENDIX 1

PORT-OF-ENTRY WEIGH STATIONS

A. Purpose

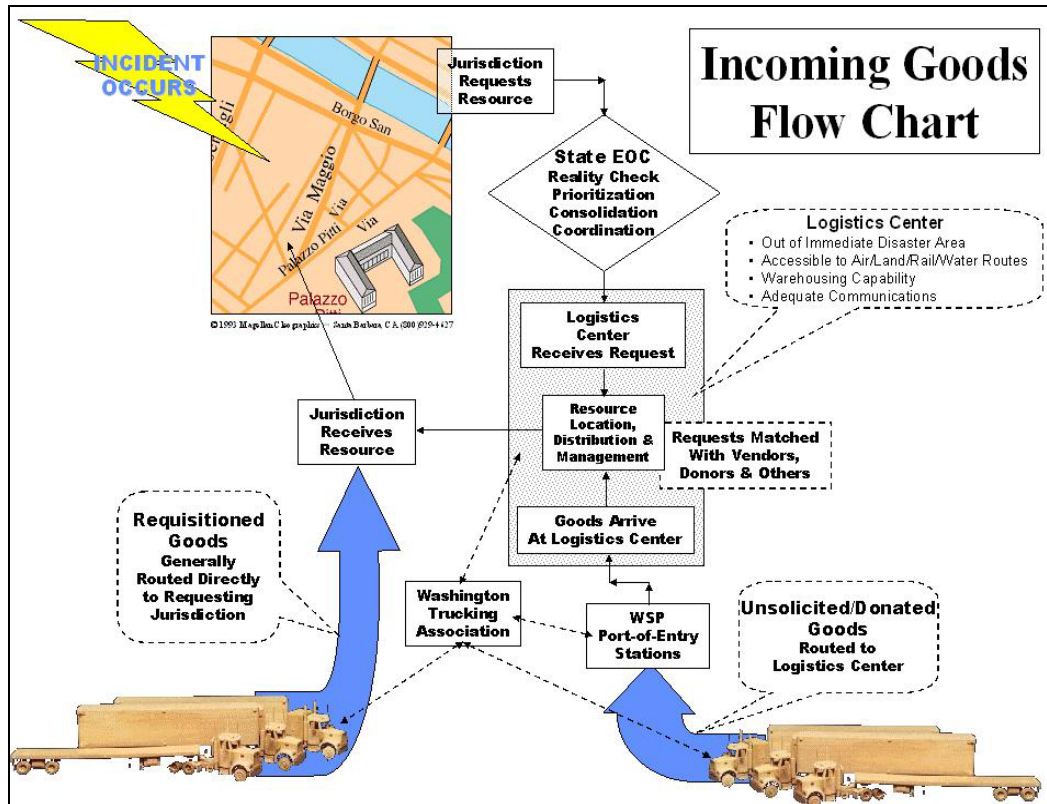
To provide control of and routing directions and access for goods transportation vehicles entering the state in order for donated goods to be managed efficiently and effectively.

B. Concept Of Operations

1. Donated goods arriving in the state by vehicle will likely need an easily recognizable location to receive current information and direction in order for their cargo to be efficiently delivered. The sites where drivers may receive information and direction will generally be the Port-of-Entry Weigh Stations operated by the WSP.
2. Similar procedures will have to be developed for air and marine arrivals of goods.
3. The Department of General Administration, Washington State Patrol, Washington Trucking Association, and the Washington State Military Department, Emergency Management Division (EMD), and the Department of Health will be responsible for the development of procedures to provide for the efficient management of vehicles arriving in the state with donated goods.
4. The flow of requisitioned and/or unsolicited/donated goods will generally follow the concept outlined in *figure 4* below.

Activation of Logistics Center (figure 2)

Incoming Goods Flow Chart



EMERGENCY SUPPORT FUNCTION - 7 LOGISTICS SUPPORT

APPENDIX 2

LOGISTICS CENTER COMMUNICATIONS MANAGEMENT PLAN

A. Purpose

To outline the telecommunications support for the state Logistics Center and the donated goods and Services management activity.

B. Concept Of Operations

1. The Washington State Military Department, Emergency Management Division (EMD), Telecommunications Section, will coordinate the establishment of telecommunications (landline, cell, radio and internet) support for the Logistics Center and associated activities.
2. Upon activation of the Logistics Center:
 - a) The Federal Emergency Management Agency (FEMA) designated 800 number will be requested for activation. The number will be announced to the public.
 - b) Telecommunications services will be established to provide the Logistics Center both voice and data capabilities to the state EOC, local jurisdictions, and FEMA National Communication Center.
3. Telecommunications capabilities at the Logistics Center will be:
 - a) Commercial telephone services (voice, data and cellular, if available).
 - b) Two-way radio communications systems for the following:
 - 1) Back-up/alternate communications with the state EOC.
 - 2) On-site.
 - 3) Other state, local jurisdiction, Federal, and private agencies, as required.

B. Responsibilities

Military Department, Emergency Management Division coordinates telecommunications support for the Logistics Center as necessary.

C. State Agencies

In accordance with ESF 2, Telecommunications, provide as necessary and available, communications support to the Logistics Center.

D. Federal Emergency Management Agency

1. Activates the designated 800 number, when requested.
2. Provides support in accordance with the Federal Response Plan.

EMERGENCY SUPPORT FUNCTION (ESF - 7) LOGISTICS SUPPORT

APPENDIX 8

WASHINGTON STATE

REQUEST FOR RESOURCES OR ASSISTANCE

Incident #:		Incident Name:		Request #:	
-------------	--	----------------	--	------------	--

Jurisdiction:		Date / Time:	
Requester's Name:		Requester's Title	
Phone Number:		Call Taken By:	
HAVE YOU REQUESTED THIS RESOURCE FROM ANY OTHER SOURCE: [NO] [YES] If yes, describe below:			

BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED:	
Have Local Municipal or County Gov't Resources Been Exhausted?	[] YES [] NO (If this is answered "NO", Local Government sources must be utilized)
Have Local Area Commercial Resources Been Exhausted?	[] YES [] NO (If this is answered "NO", Local Commercial sources must be utilized)

RESOURCE REQUESTED / SUGGESTED BY CALLER TO SOLVE PROBLEM OR ACCOMPLISH TASK:

ACTION TAKEN BY STATE EOC:

ACTION ASSIGNED TO	DATE / TIME	RESOURCE TYPE	NUMBER REQUESTED	NUMBER COMMITTED	DATE / TIME OF ETA	DATE / TIME COMPLETED

TOTAL:

DETAILED RESOURCE CHARACTERISTICS:	
Specific Resource Requested:	
Potential substitute:	

Capacity:	
Supporting Equipment, Fuel, Water, Etc.:	
Personnel Required to Operate / Support:	
Transportation Required:	
How Long is Resource Needed:	
Where to Deliver or Report:	
Report to Whom (Name, Title, Agency, Ph.#:	

[illegible][illegible]

ANNEX D

Activation of Rescue Coordination Center

(DOCUMENT UNDER DEVELOPMENT)

ANNEX E

Activation of Alternate/Forward EOC

A. Purpose

To establish relocation procedures for alternate EOC location(s) in the event the primary EOC is damaged or destroyed beyond immediate use.

B. Scope

This annex will be used to support the current Comprehensive Emergency Management Plan (CEMP) and the Survivable Crisis Management Plan (SCMP). Operations at an alternate location in the event the State EOC at Camp Murray is inaccessible is also addresses in the SCMP. The most likely event or disaster causing EOC relocation would be fire/water damage or an earthquake.

C. Definition Of Emergency

Any event or instance for which the state must respond to save lives, protect property, public health and safety, the environment or the economy.

D. General Concept Of Operations

1. If a disaster occurs and relocation is necessary, an advanced element of personnel (TBD), salvageable equipment and pre-packaged emergency administrative supplies and flyaway kits would move to new location and establish an EOC. Personnel for this task will be selected from the Initial Response Team (IRT) by the Emergency Operations Section Supervisor.
2. All personnel are encouraged to have enough supplies at home and office to sustain themselves for 72 hours and operationally for 24 hours. If the crisis is truly catastrophic, it may be even longer before assistance can be obtained or provided to sustain operations and personnel.
3. All unit managers will be responsible for having a checklist of items necessary to support an alternate EOC location and personnel accountability.
4. **Attachment 1 and 2** is a checklist of items and equipment needed to establish an alternate EOC.

E. Relocation Movement

The EOC Supervisor or designee will be responsible for movement of personnel and equipment to alternate location. All personnel will be briefed as soon as possible about situation and expectations. All personnel will checkout with the EOC prior to leaving for any location for accountability and safety.

F. Transportation

Situation will determine what type of transportation is needed. If the department lacks the resources to fill task, then refer to the Federal Response Plan (FRP).

G. Locations

In the event of a disaster requiring use of an alternate location, some of the possibilities are:

Western Washington: Camp Murray, Fort Lewis and others TDB. **Eastern Washington:** Ellensburg CWU Campus, Moses Lake Federal Building and adjacent state owned buildings, Spokane EWU campus and Cheney EWU campus. Locations will be selected to best serve the citizens, employees, the state and local governments.

H. Responsibilities

Director and Chief of Staff: The Director will have overall responsibility of personnel, assets and oversee the direction and command and control of the state's emergency management actions. The Director will delegate authorities to the Chief of Staff as deemed necessary in order to be available to the Governor and disaster site. The Director will appoint a disaster manager in accordance with the Emergency Operations Plan.

Public Information Officers (PIO): Will serve as manager of the state's emergency public information activities. The PIO will keep the Director informed of response activities, anticipate and prepare for media and public inquiries and briefings; produces mass media broadcasting and collects media requests for information. The PIO will brief the Governor's communications Director and key state agencies.

Logistics: Will be responsible for locating resources (state or federal) that may be needed by either the state or local jurisdictions that are needed or exhausted to minimize disaster effects. The logistics coordinator will be responsible for drafting necessary documents for acquiring resources and give to administrative personnel for finalizing. Will track resources and monetary requirement and brief the Operations Section Supervisor. Other resource requests from local jurisdictions will be processed by the EOC Operations Section.

Administrative: The administrative personnel will produce Invoice Vouchers, Memorandums of Understanding or Agreements and other paper trails for the Director's approval and signature. Administrative personnel may be used in other capacities as deemed necessary by their unit manager or Director.

Operations Unit: The Operations Unit Manager will be responsible for the Emergency Operations Center and it's functional resource coordinating and response capability. He/she will be involved in the executive decision making process with the Director and will delegate the functional operations, administrative and personnel issued to the Operations Section Supervisor. The state Search and Rescue Coordinator may be used as necessary until activation of the Rescue Coordination Center is required or activated.

Initial Response Team (IRT): The Operations Unit's IRT will make up the forward element of personnel (TBD) to establish relocated EOC operations. The EOC section will also do any reconnaissance or liaison activity as deemed necessary.

Duty Officers: Some of the Duty Officers will be responsible for current operations at all phases. Other Duty Officers will be used for setting up the new location with equipment, maps, charts, plans and SOP's pertinent to operations. Once the EOC is operationally functional, the current Duty Officers will transition to new location and continue in either the EOC or duty room.

Telecommunications: The telecommunications section will be responsible for ensuring voice and data requirements are functional as the current EOC and alternate EOC. Provide recommended solutions to telecommunications requirements and problems. Will coordinate federal assets with FEMA Region X.

Plans, Exercise, Education and Training(PEET): The PEET unit will be responsible for gathering intelligence about the current disaster. Gathering as many federal, state, and local reference material and plans as possible to sustain operations at alternate location. PEET personnel may be used in different units to supplement manpower or select skills.

Programs and Recovery: The recovery section will gather and assess information in anticipation of a Governor's Emergency Proclamation. Recovery personnel will project future needs, identify unfolding situations/circumstances, recommend appropriate emergency response, recovery and restoration to normal activities. If federal assistance is required during this event, the recovery section will assign one of their personnel to the FEMA Field Assessment Team (fast) in accordance with Tab D to Annex C-13, para VII, sub para 1 of the FEMA Regional Response Plan.

Return to primary EOC: Once the disaster has ended or the situation that required the EOC to relocate is over, then the reverse of the above should be used to return to the primary EOC. There will be differences in situations or circumstances, but should be less tasking than the response.

All Units: Selected personnel from all units will be used in different areas to supplement select skills and manpower as deemed necessary by the Director or Chief of Staff.

ACTIVATION OF ALTERNATE/FORWARD EOC (Attachment 1)

This attachment is a comprehensive list of items and equipment that will be necessary to establish an alternate EOC location.

Location of items: Cargo trailer in building #_____

Qty	Item/Equip Description	Unit Responsible	Condition/Remarks
2	Flyaway kit admin\boxes 2 each	Ops	Check contents
4	Cell Phones 4 each	Ops	
2	Satellite Phones 2 each	Ops/Telcom	
2	Cell Fax 2 each	Ops/Telcom	
10	CEMNET base stations	Ops/Telcom	Availability & condition
4	Handheld radios	Ops/Telcom	
30	Telephones	Ops/Telcom	Analog Phones
15	Computers	Ops/Telcom	Availability & condition
4	Printers	Ops/Telcom	Availability & condition
1	Switchboard/PBX	Ops/Telcom	If available
1	Server	Ops/Telcom	If available
5	External Modems	Ops/Telcom	If Available
1	HF Voice Radio	Telcom/RACES	If Available
1	2 Meter Packet Radio	Telcom/RACES	If available
1	2 Meter Voice Radio	Telcom/RACES	If available
?	Software backups	Telcom	Available discs and CDs'
2	Chart boards w/printer	Ops	
4	Stand-up easel boards	Ops/PEET	If Available
2	Digital Cameras	Telcom	
1	Video Camera	Telcom	
?	Batteries, all variety	Telcom	All usable batteries in all sizes
2	NAWAS Phones	Telcom	
6	Clocks, battery operated	Telcom/Ops	If available
2	Radios 800 mhz	Telcom	
--	Emergency Supplies checklist, see attachment 2	Ops	Located in storage box in duty room

--	All forms, duty officer, admin,etc	Ops/Admin	Located in storage box in Ops Admin area
2	Duty Officer SOP books	Ops	
1	Duty Officer Tel book	Ops	

ACTIVATION OF ALTERNATE/FORWARD EOC (Attachment 2)

Emergency Supplies/Inventory

Source Codes are: C = Central Stores, L = Local Vendor

Location of items: Cargo trailer in building #_____

Item	Source	On Hand
Ball Point Pen/Refillable (red) 7520-244-085	C	1 dz
Ball Point Pen/Refillable (blue) 7520-244-080	C	1 dz
Ball Point Pen/Refillable (black) 7520-244-090	C	1 dz
Binder Clips (small) 7510-010-001	C	1 box
Binder Clips (medium) 7510-010-002	C	1 box
Binder Clips (large) 7510-010-003	C	1 box
Cheesecloth 8305-001-001	C	6 packs
Computer Diskettes 3.5 (HD formatted) 7435-012-144	C	10 each
Copier/Printer Paper 20#, 8.5x14 7530-041-271	C	12 reams
Copier/Printer Paper 20#, 11x17 7530-041-604	C	1 ream
Copier/Printer Paper 20#, 8.5x11 7530-041-001	C	40 reams
Denatured Alcohol, Hardware Store	L	1 quart
Duct Tape, 2", Hardware Store	L	1 roll
Electrical Tape 5970-000-010	C	2 rolls
Extension Cord, 25' 5995-020-110	C	2 each
Facial Tissue 8540-009-002	C	2 boxes
File Folder (legal) 7530-702-322	C	1 box
File Folder (letter) 7530-702-312	C	1 box
Furniture Polish 7930-200-005	C	1 bottle
Elmers Glue (4 oz) 8040-005-013	C	1 bottle
Highlighter Pen (blue) 7520-008-023	C	1 dz
Highlighter Pen (Green) 7520-008-020	C	1 dz
Highlighter Pen (yellow) 7520-008-005	C	1 dz
Highlighter Pen (pink) 7520-008-026	C	1 dz
Marker Board Cleaner	C	2 bottles

7510-368-080		
Marker Pens, assorted colors (dry erase) 7520-195-034	C	5 boxes
Masking Tape 1" 8135-007-010	C	1 roll
Masking Tape 2" 8135-007-020	C	1 roll
Masking Tape ½" 8135-007-001	C	1 roll
Mechanical Pencil .5mm 7520-009-080	C	1 dz
Mechanical Pencil .7mm 7520-202-025	C	1 dz
Metal Ruler, 12" 7510-041-001	C	4 each
Paper Cups (5 oz) 7351-010-003	C	500 or 5 tubes
Name Badges (blue) 8455-000-002	C	2 packs (200 each)
Paper Clip (small) 7510-009-002	C	1 box
Paper Clip (large) 7510-009-003	C	1 box
Paper Clip (medium) 7510-009-001	C	1 box
Paper Cups (8 oz) 7351-063-083	C	400 or 8 tubes
Paper Towel Multi Fold 8540-003-004	C	12 packs
Pencils #2 (medium soft) 7510-125-010	C	1 dz
Pencil Sharpener 7520-024-001	C	1 each
Pencil Sharpener 7520-033-030	C	1 each
Print Cartridges, HP Design Jet 650CU (yellow,magenta,black,red), vendor Tel# (619)592-4522	L	1 set
Screen Cleaner 7435-027-008	C	2 cans
Self-adhesive Envelopes (9"x12") 7530-251-011	C	100
Self-sticking Notes 3"x3" 7530-269-322	C	3 pads
Self-sticking Notes 3"x5" 7530-269-332	C	1 dz
Self-sticking Notes 1.5"x2" 7530-269-302	C	3 pads
Sign Pen, Medium (red) 7520-099-015	C	1 dz
Sign Pen, Medium (black) 7520-099-010	C	1 dz
Sign Pen, Medium (blue) 7520-099-020	C	1 dz
Spray Disinfectant (17 oz) 6845-038-080	C	2 cans

Stamp Pad (red) 7510-022-005	C	1 pad
Stamp Pad (black) 7510-022-001	C	1 pad
Stamp Pas (purple) 7510-022-004	C	1 pad
Stamp Pad, Ink (red) 7510-056-003	C	1 pad
Stamp Pad, Ink (black) 7510-056-001	C	1 pad
Stamp Pad, Ink (purple) 7510-056-004	C	1 pad
Staple Remover 7520-026-001	C	3 each
Stapler 7520-027-020	C	4 each
Staples 7510-042-005	C	2 boxes
Stenographic Notebook 7530-000-001	C	1 dz
Surge Suppressor, 1 outlet 5995-024-080	C	6 each
Surge Suppressor, multi-outlet (6" cord) 5995-017-105	C	2 each
Thermal Xerox Paper Capitol Business Machines	L	6 rolls
Toilet Tissue 8540-001-034	C	34 rolls
Video Cassette Tape, VHS(T-120) 5851-004-089	C	1 box
White Board Eraser 7510-349-080	C	4 each
Writing Tablets, 8.5"x14" (white) 7530-025-120	C	1 dz
Writing Tablets, 8.5"x11" (white) 7530-025-116	C	1 dz

ANNEX F

Telecommunications Operations

A. Purpose

To define the concept of operations and responsibilities of the Telecommunications and Warning System Section in support of a phased response to an incident/emergency.

B. Organization

The Telecommunications and Warning (T&W) System Section, as a minimum, consists of the Section Supervisor, one (Telecommunications Coordinator, one (1) Information Systems Specialist, one (1) Message Center Supervisor, one (1) Message Center Operator, and a Switchboard Operator. As needed, radio operators and additional message center operators will be added. Radio and telephone communications administrators/engineers from other state agencies and the telecommunications industry will be required to augment the T&W staff during major incidents. The State RACES station will be established per direction of the section supervisor.

C. Concept Of Operations

Depending on the nature and severity of the incident or emergency, the activation of the state EOC will be accomplished in four phases. Telecommunications to support the phased response will be as follows:

Phase I

The telecommunications capabilities to support this phase include commercial telephone, satellite telephone, CEMNET, facsimile, 800 MHz radio, NAWAS, EAS, ACCESS and installed Automation Equipment.

Phase II

The communications center will remain in operation during entire EOC activation period. Telecommunications capabilities to be employed include commercial telephone, satellite telephone, dedicated telephone systems, Local Area Networks (LAN), Video Switching, Personal Computers (PCs), facsimile, CEMNET, 800 MHz Radio, NAWAS, ACCESS, and EAS. Consideration for use of other means (RACES, or other state systems) will be made. Commercial telephone, cellular, and/or mobile radio to support deployed EM personnel will be provided.

Phase III

The communications center, as part of the State Emergency Operation Center, will remain in operation during entire EOC activation period. Telecommunications capabilities to be employed include commercial telephone, satellite telephone, Local Area Networks (LAN), Video Switching, Personal Computers (PCs), dedicated telephone systems, facsimile, CEMNET, 800 MHz radio, NAWAS, ACCESS and EAS. Consideration for the use of other means (RACES, or other state systems), will be made. Commercial telephone, cellular, and/or mobile radio to support deployed EM personnel will be provided. ESF 2 with representatives from state agencies and/or telecommunications providers will be established as needed.

Phase IV

Telecommunications systems established/employed during previous phases will remain in effect and maintained. ESF 2 will be fully staffed with representatives from state agencies, federal agencies, and telecommunications providers. ESF 2 will be responsible for coordinating employment of additional telecommunications resources for operational use and restoration of services.

D. Responsibilities

1. Telecommunications & Warning Section will:
 - a) Operate and maintain telecommunications and automation systems in support of the state EOC (Enclosure 1). (All phases)
 - 1) Ensure telecommunications capabilities (commercial telephone, cellular, or mobile radio) are provided to support deployed EM personnel.
 - 2) Ensure 1-800 number(s) are established for disaster/emergency operations and information.
 - b) Coordinate and direct assistance to local government in support of their telecommunications needs. (Phase II/III/IV)
 - c) Coordinate the employment, integration, and operation of the state, federal, commercial, local and private telecommunications systems to support the event. (Phase II/III/IV) and ESF 2 implementation
 - d) Continually assess disaster impact on state, local, or commercial communications systems and make recommendations to decision makers concerning possible "fixes". (Phase II/III/IV) and ESF 2
 - e) Coordinate and monitor restoration/provisioning status of telecommunications systems. (Phase II/III/IV) and ESF 2
 - f) Coordinate and prioritize requests for federal and/or commercial telecommunications support/assistance. (Phase II/III/IV) and ESF 2
 - g) Coordinate allocation, deployment, and location of mobile/transportable telecommunications systems provided from state, commercial, or federal resources. (Phase II/III/IV) and ESF 2
 - h) Establish ESF 2 telecommunications coordination cell for Phase III and/or IV as needed to assist in coordination of above items.

2. Other State Agencies

- a) Be prepared to provide staff to augment the state EOC telecommunications staff. (Phase III/IV)
- b) Be prepared to provide technical assistance to restore/provision EM/local circuits through agency owned systems. (Phase II/III/IV)
- c) Be prepared to identify/provide mobile, portable, and/or transportable telecommunications equipment to support the emergency. (Phase III/IV)

3. Coordinating Instructions

- a) The Telecommunications & Warning Systems Section supervisor, located in the state EOC will be the main point of contact for any telecommunications issues/requests concerning the emergency/disaster.
- b) State and local radio communications systems will operate under previously approved licenses. Requests for new licenses may be submitted to the state EOC, which will forward to the FCC and/or appropriate frequency coordinator for approval as required.
- c) During a Phase III/IV activation, state agency liaisons to the EOC must be prepared to establish radio communications with their parent organization if commercial telephone is not available.

Enclosure 1 - Telecommunications Capabilities

Enclosure 2 - Frequencies of Interest

ENCLOSURE 1

COMMUNICATIONS CAPABILITIES OF THE EMERGENCY MANAGEMENT DIVISION

- | | | |
|-----|-------------------------------------|--|
| 1. | COMMERCIAL TELEPHONE:
(Landline) | Private lines, Centrex, Scan and Lakewood business lines. |
| 2. | CEMNET: | Comprehensive Emergency Management Network, VHF low band 2-way radio system. |
| 3. | NAWAS:
(Landline) | National Warning System, national to state/state to local, voice only. |
| 4. | ACCESS:
(Landline) | A Central Computerized Enforcement Service System data circuit. |
| 5. | SECURE: | HF point-to-point radio using 8 discrete frequencies. |
| 6. | RACES: | Radio Amateur Civil Emergency Services. |
| 7. | EAS: | Emergency Alert System, national, local, state. |
| 8. | SATELLITE TELEPHONE | Telephone and radio through AMSC Satellite. |
| 9. | FNARS: | FEMA National Radio System, voice and teletype, federal to state. |
| 10. | FNF and DOE-RL: | Dedicated lines to FNF, 5 non-telco. |
| 11. | Other HF/VHF/UHF: | STARC, GA 800 mhz, DOT 800 mhz, FEMA MERS Ops, Ground/Air. |
| 12. | CSEPP: | Dedicated lines to Benton County, 2 non-telco. |
| 13. | Secure Telephone: | STU III, state to federal. |

14. Local Area Network: SUN Based Server.
15. PC Workstations: LAN and WAN connectivity and Internet access.

ENCLOSURE 2

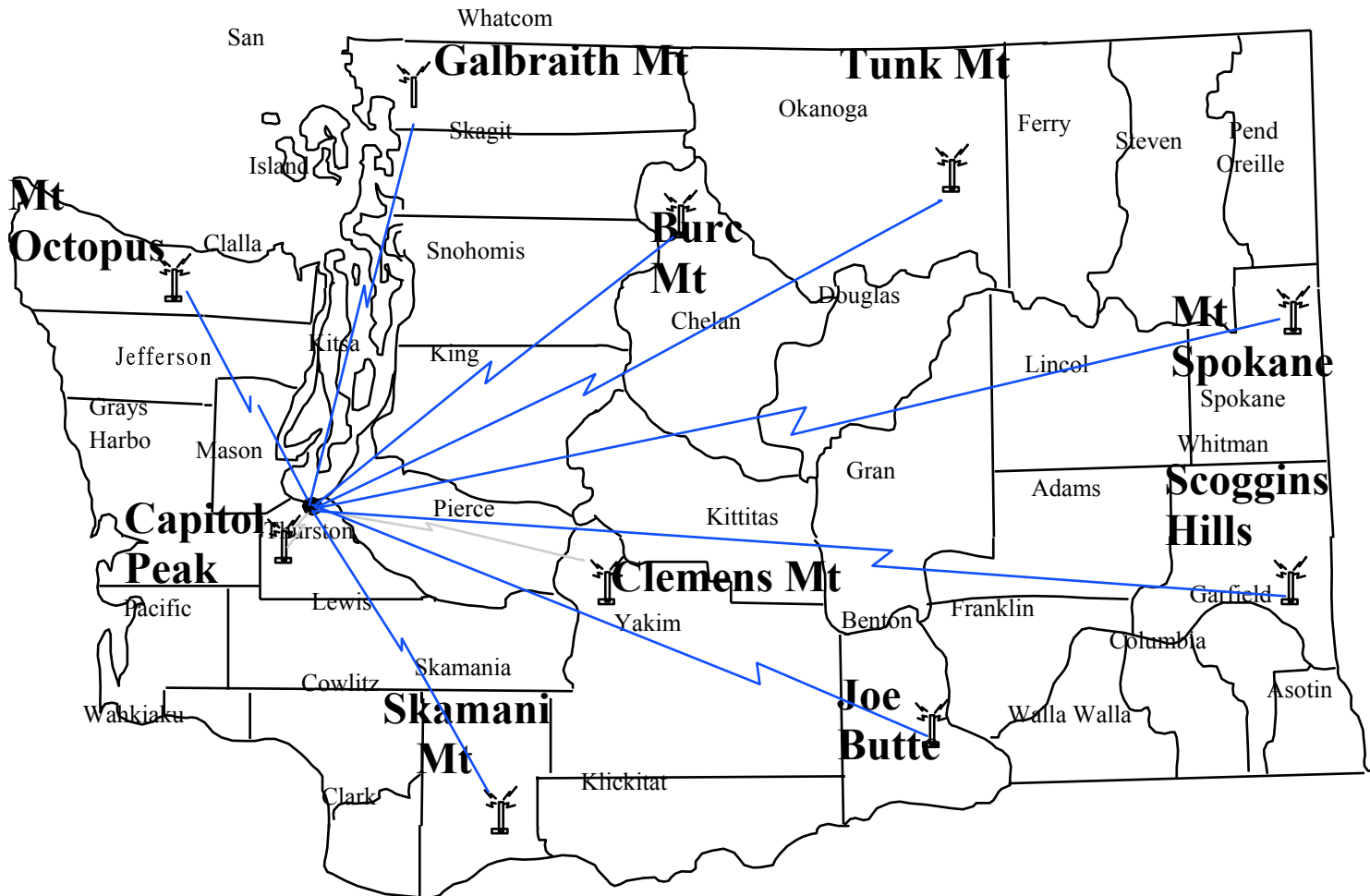
EMERGENCY/DISASTER COMMUNICATIONS

Frequencies of Interest

LERN	Law Enforcement Radio Net (155.370)
NLEEC	National Law Enforcement Emergency Channel (155.475)
OSCCR	On-Scene Command and Coordination Radio (156.135)
SAR	Search and Rescue (155.160)
HEAR	Hospital Emergency Administrative Radio (155.340 and 155.280)
MEDNET	Medical Emergency Delivery System (UHF Channels 462.950 - 468.175)
FIRECOM	State-wide use Common fire Channel (153.830)
CEMNET	Comprehensive Emergency Management Network (45.200, 45.360, 45.480) (Low Band VHF)
SECURE	State Emergency Communications Using Radio Effectively (8 dedicated High Frequencies)
RACES	Radio Amateur Civil Emergency Services (all HAM frequencies but specific use in support of state and local governments)
NOAA WEATHER RADIO	(162.550, 162.475, 162.400)

CEMNET

WASHINGTON STATE COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET)



F1: 45.20 MHZ

F2: 45.36 MHZ

F3: 45.48 MHZ (PRI)

ANNEX G

Procedure for use and activation of the Washington National Guard For Emergencies of Disasters

A. Purpose and Background

The purpose of this procedure is to establish the circumstances and the mechanism whereby the Governor will order the organized Washington National Guard (WNG) or any part thereof into active state service.

RCW 38.08.040 provides that upon the occurrence of certain events, the Governor has the power to order the organized militia of Washington or any part thereof into active service of the state to execute the laws and to perform such duty as the Governor shall deem proper. This power resides with the Governor or acting Governor alone and may not be delegated to another person or agency. Therefore, it is important that there be a clear manifestation of the exercise of the power so that authority of the WNG to act is established, and so that the funds may be properly expended in the support of the WNG. National Guard assistance is designed to complement, not substitute for, civil participation in emergency operations.

B. Policies and Procedures

1. The Washington Emergency Management Division through The Military Department (Adjutant General) may recommend activation of the WNG to the Governor's Office under either of the following conditions:

- a) Prior to receiving a request for Military Support to Civil Authorities from local jurisdictions and the threat of an emergency or disaster is imminent (e.g., flood warnings), The Military Department will recommend to the Governor's Office activation of the WNG so as to allow preplanning and/or propositioning of WNG or other state resources in anticipation of requests for assistance.
- b) When a request is received from a local jurisdiction in times of emergency or disaster, and it is determined that the local jurisdiction does not have the resources available from any other source in a timely manner, and it is verified that the WNG can fulfill the request.

(NOTE: In either case, The Military Department will consult with the Governor to receive final authorization.)

2. Whenever the potential need for National Guard assistance is drawn to the attention of the Governor or Adjutant General, the Adjutant General may, in company with the Governor or other state officials, review the emergency or disaster scene by air or ground transportation for damage assessment to determine the extent of the emergency or disaster.
3. If the Governor believes the conditions of RCW 38.08.040 are met, he may order the WNG to state active service. The WNG will not be ordered to state active service except upon order of the Governor.
4. Following authorization by the Governor, the initial ordering to state active service will be made orally by The Military Department to the designated National Guard liaison officer. When the WNG receives the order from The Military Department, it will be understood

that the Governor has ordered the WNG into state active duty for the emergency.

5. As soon as is practicable thereafter, a written order signed by the Governor will be executed. The written order will be executed utilizing either the Proclamation of Emergency (Attachment 15c) or, if there is no Proclamation of Emergency, using the format included as Attachment 15c. The original of this document will be retained in the files of the Governor and a copy forwarded to The Military Department, Office of Financial Management (OFM), and to the WNG.
6. The Adjutant General or his designee may also contact the Governor directly in the event of an emergency and request state activation of the WNG.
7. The Military Department will provide regular briefings to the Governor's Office on all tasking of the National Guard during the period of state active service.
8. Upon activation of the State Emergency Operation Center (EOC), the WNG will provide a liaison to the State EOC. The WNG may also provide a forward liaison to affected counties during the preplanning and/or propositioning of resources.
9. National Guardsmen and equipment will remain under the military chain of command and operational control of the designated military Task Force commander or WNG EOC.
10. Following the Governor's order of the WNG to state active service, the WNG will provide OFM a total of the expenditures made. OFM will then obtain additional appropriation authority for the WNG to offset the total expenditures. In the event that the emergency or disaster is designated by the President as a federally declared disaster and eligible for partial federal reimbursement of response costs, the Military Department will work with the WNG to facilitate collection and submission of cost data to OFM and the Federal Emergency Management Agency (FEMA).
11. Nothing herein will preclude the Adjutant General from deploying resources of the WNG in a federally funded status in response to a life-threatening event when otherwise authorized by federal regulations. As soon as the life-threatening event is resolved, the National Guard will terminate the support unless a joint determination is made between the National Guard and The Military Department of the need for the National Guard to be ordered into state service, and the Governor so orders.

ANNEX H

Basic EOC Operations/Procedures

A. Reporting To The EOC

Upon reporting to the EOC for duty all personnel are required to sign in on the EOC sign in/sign out roster (Attachment 6) and advise the Administration Section Supervisor or switchboard operator that you have reported for duty and the telephone extension within the EOC that you may be reached at.

B. Maintaining Logs

1. There are three basic types of logs that should be kept in the EOC. They are:
 - a) Consolidated Event Disaster Book - A master notebook(s) which collects and compiles all documents and records pertaining to the event. (See Attachment 16).
 - b) Electronic Pana Boards - All activity of importance should be kept on these boards. This includes occurrences, policy decisions, incident data, etc. Kept by appropriate EOC staffs or as designated by the EOC Supervisor.
 - c) Individual Log on the position PC - This is basically a telephone and activity log for each staff position in the EOC, in order to keep track of a position's activities (Attachment 7).
2. In all cases, logs or pana boards should be maintained in a neat concise fashion.
3. Each person maintaining a log should complete the log heading blocks and accurately identify the date and time of entry and should, in the case of individual logs, place their name or initials in the "INTL" column following each entry. Some logs are unique in design and may contain an activity "Open" or "Closed" column which will require the appropriate annotation.
4. During and at the end of each shift, the individual logs should be saved to the appropriate event folder on the EOC network file server. As an additional precaution, Section Supervisor may require that a hard copy of each log be printed and turned in to the EOC Supervisor for compilation into the EOC Event Disaster Book. Electronic pana boards should be copied and the copy filed in the EOC Event Disaster Book each time the board is updated.

C. EOC Message Routing

1. During emergencies requiring state EOC activation, the EOC will receive information or requests for assistance through a variety of communications capabilities. In addition, EOC staff including other state agency representatives will generate information concerning state agency response actions. The proper control of messages is necessary to provide for disaster analysis and to track EOC actions.
2. There are three categories into which EOC messages are divided. Messages for INFORMATION (memorandums for record) Messages requiring ACTION, and OUTGOING messages.
3. The Deputy EOC Supervisor will determine distribution (action and information) for incoming messages received through the message center.

4. The message center function is under the Telecommunications Section of the EOC organization. Within the message center, the message clerk will log all incoming and outgoing messages, and distribute messages as indicated by the Deputy EOC Supervisor.
5. Individual staffs will maintain a log of their own, for tracking appropriate action on messages received through the message center, E-mail, or telephone.
6. When a message or any other form of document or overlay needs to be transmitted by facsimile, the author/ originator will complete a facsimile header sheet and process the document through the Message Center.
7. Internal distribution, i.e., coordination/information copies among EOC staff sections will be the responsibility of the respective proponent staff. Communications and Message Center staffs will be responsible only for traffic being sent or received external to the EOC.

ANNEX I

Transition to Recovery Operations

A. Purpose

To establish procedures to facilitate the transition from Response to Recovery Operations during periods when the State Emergency Operations Center (EOC) is activated to Phase III or Phase IV Operations.

B. General Information

- ◆ Recovery is defined as: Activities traditionally associated with providing supplemental disaster recovery assistance. Preliminary recovery activities usually begin almost as soon as the response begins and continue after the response activities cease. Recovery includes individual and public assistance programs, which provide assistance to eligible individuals and government entities to recover from the effects of a disaster, and hazard mitigation, which funds projects designed to eliminate or reduce the impact of the next disaster.
- ◆ After an incident occurs, operational focus is centered on Response (life safety) activities. This effort may last from a few hours to an extended period of time (several days or longer) depending on the situation. As Response activities begin to taper off and non-life safety issues can begin to be addressed, the operational focus begins to shift from Response to Recovery. It is critical that the transition from Response to Recovery be smooth and as seamless as possible.

C. General Concept Of Operations:

- ◆ Transition from the Response Phase to the Recovery Phase of an incident will be accomplished in three steps: Step A - Recovery Section Liaison assigned to the State EOC Information Analysis and Planning (IAP) Section; Step B - Operational Focus Shifts to Recovery, and Step C – Recovery Moves to the Recovery Section or Disaster Field Office (DFO) and State EOC resumes Phase I Operations.

Step A: Recovery Section Liaison Assigned to the State EOC IAP Section:

- ◆ EMD Recovery Section will be prepared to provide a Liaison to the IAP Section in the State EOC from the onset of Phase III operations to:
- ◆ Provide a dedicated liaison between the EOC and the Recovery Section.
- ◆ Facilitate updates to the Recovery Section on the incident status.
- ◆ Facilitate Requests for Information (RFI) between IAP and Recovery Sections.
- ◆ Compile necessary initial damage information to determine, if damages are sufficient to justify forming joint federal/state/local Preliminary Damage Assessment teams. Teams if justified, will visit local jurisdictions to gather detailed damage information necessary to support a request for a Presidential disaster declaration.
- ◆ As necessary, additional EMD Recovery Section personnel may be tasked to work with IAP Section prior to the start of actual recovery operations to assist in the collection and analysis of damage assessment information.

Step B: Operational Focus Shifts to Recovery: This step will begin when the volume of Response oriented requests (Life Safety) has or is in the process of decreasing and the volume of Recovery oriented requests (Non-Life Safety) have or are in the process of becoming the primary focus of EOC Operations:

Note: During this step the Operations Unit remains responsible for the conduct of EOC operations.

Note: This step is of a very short duration and is designed to facilitate the communication and transfer from the EOC to the Recovery Section, all information necessary to conduct Recovery Operations.

- ◆ Recovery Section Supervisor is briefed on the current situation by the EOC Supervisor.
- ◆ Preliminary Damage Assessment information is gathered from Local Jurisdictions while Local Jurisdiction EOCs remain open, if possible.
- ◆ Preliminary Damage Assessment information is gathered from State Agencies while State Agency Representatives are present in the State EOC, if possible.
- ◆ The Operations, Logistics, IAP, Other Support Sections and/or State Agencies will maintain representation within the State EOC as determined necessary by the Disaster Manager.

Step C: Recovery Operations Move to Recovery Section or DFO: This step begins when the Recovery Section has received all information necessary to conduct Recovery Operations in a location to be determined outside the State EOC:

- ◆ When determined appropriate by the Disaster Manager, Recovery Operations will be transferred to the DFO or Recovery Section.

Note: The State EOC may remain at a Phase II after Recovery Operations are moved from the facility to respond to any late breaking Response oriented Requests for Assistance and to monitor/support any ongoing missions initiated during the Response Phase.

- ◆ Information Sharing Requirements between State EOC and FEMA DFO:
 - As necessary establish the requirement to exchange Situation Reports (SITREP) and other reports.
 - As necessary assign representatives from the State EOC and DFO to be present at each other's briefings or critical meetings.
 - As necessary provide for a liaison exchange between the State EOC and DFO.
- ◆ Upon establishment of DFO, attach IAP representative(s) to the DFO Information and Plans Section and/or ESF 5, if activated.
- ◆ Coordination Between State EOC and FEMA DFO: As necessary, staffing protocols for Requests For Information and/or Requests for Assistance will incorporate steps to coordinate/de-conflict actions between the State EOC and DFO.
- ◆ Additional staffing Considerations:

- * EMD IAP Representative(s) will be assigned to DFO ESF 5 Information and Planning Section to facilitate information flow between DFO and State EOC and to ensure state interests are addressed within this DFO function.
 - * Military Department will assign a Human Resource Representative to DFO Human Resource Section to facilitate temporary hires in support of DFO Operations.
 - * Military Department will assign a Finance Representative to DFO to facilitate execution of contracts, purchase orders, check disbursement to individual disaster victims and eligible agencies and other finance related activities necessary to support Recovery Operations.
- * These need to be coordinated through HRO.

ANNEX J

EMERGENCY MANAGEMENT DIVISION STAFF DISASTER RESPONSE POLICY

A. References

1. SOP G-10 Rev. 2 – Draft, 04/15/96
2. American Red Cross Family Disaster Plan

B. Purpose

The purpose of this procedure is to establish suggested actions for Washington Military Department, Emergency Management Division staff when they have been impacted by a disaster.

C. Scope

When disaster strikes, EMD staff may be anywhere. Normal communication systems and other services and functions may be disrupted. It is essential for EMD staff to know and understand what they should do when an event occurs. This policy outlines suggested response guidelines if such an event occurs.

D. Definition of Emergencies and Disasters

The following definitions are from the Washington State Comprehensive Emergency Management Plan (CEMP):

Incident: An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

Emergency: An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

Disaster: An event, expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Catastrophe: An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources; or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

E. General concept of operations

Disaster considerations are, in order:

First: Life safety – personal, family, co-workers, visitors, others.

Second Operational support – to the State EOC.

In the event of a disaster such as an earthquake, EMD staff and visitors within the building or surrounding area could experience dangerous conditions within and outside of the building. These dangers range from antenna towers in close proximity of the building, natural gas pipe leaks, overhead power lines, building electrical systems, and communications transmission systems, which, if damaged could create severe electrical shock hazards.

F. Staff Responsibilities

1. The primary responsibility of EMD staff during an emergency or disaster are to support the State EOC to help county and municipal emergency management efforts and the efforts of other state agencies. Keep in mind:
 - a) EMD staff may be expected to remain at work for several days under austere and trying conditions.
 - b) EMD staff may need to provide their own food, water, clothing and other essentials during a disaster situation, until other arrangements can be negotiated with commercial vendors or volunteer organization.
2. EMD staff are responsible to :
 - a) Be familiar with this procedure,
 - b) Be familiar with general disaster survival techniques,
 - c) Be prepared on a personal and family basis in order to respond in support of disaster operations (See attached Family Emergency Plan information).

G. Procedures

1. Check on Family Welfare:

It is reasonable to expect EMD staff to attempt to ensure the safety and well-being of their families. The agency will:

- a) Make every effort to ascertain, as quickly as possible, the status of family member's condition, locations, intentions, and ability to function without staff member's presence for at least 72 hours.
- b) Allow and help staff to personally check on the well-being of their family and housing before reporting to the EOC.

2. Out-of-Area telephone Contact:

- a) The Yakima Valley Office of Emergency Management (OEM) has agreed to be our out-of-area telephone contact for official purposes during times of disaster.
- b) In the event a disaster renders the local telephone system inoperable and you are unable to contact the State EOC, call Yakima Valley OEM at 509-575-4051. Report your situation, current location, destination and intentions.
 - 1) If you are unsuccessful at contacting either the State EOC or the out-of-area contact, continue attempts to call both every two hours until you have made contact or otherwise received direction from the State EOC.
 - 2) Remember the pay phone system is the part of the telephone system that will most likely be operational following a disaster. If your home telephone does not work, try a pay telephone if available.
 - 3) If you do not get a dial tone immediately, don't hang up the telephone or press and release the receiver switch. Wait at least two minutes for a dial tone. It may take that long to gain access to the switch.

3. During the Work Day – Normal Place of Duty

If disaster strikes during normal business hours and you are at your normal place of duty, check in with your EOC Section Supervisor or the EOC Supervisor as soon as possible to assist in activating and staffing the State EOC. If you do not have a permanent, on-going assignment in the EOC, check in with the EOC Administration Section.

- a) You will be allowed as soon as possible to depart to check on your home and family. You should return to the State EOC as quickly as possible, being prepared to stay at the EOC or other assigned location for several days.
- b) If you desire to leave your assigned position (including end of shift), you must clear your departure with your EOC Section Supervisor or the EOC Supervisor.
- c) At the direction of the EOC Supervisor, you may be sent to support local jurisdictions as a State Liaison Officer (LNO). If you are assigned as an LNO, you should, likewise, be prepared to stay several days.

4. Work Day – Away From Normal Place of Duty

- a) Assess your situation. Listen to the local Emergency Alert System (EAS) station for information.

- b) Attempt to contact the State EOC by following the steps below:
 - 1) Attempt to contact your Section Supervisor or Unit Manager using the Tel-20a phone list. If unable to reach your supervisor, call your local DEM and provide the information in (a) and (b) below. If able offer your services to the local DEM as a state liaison. If telephone contact cannot be made, attempt to call the EMD out-of-area telephone contact, the Yakima Valley Office of Emergency Management (YVOEM), at 509-575-4051. Only call the state Duty Officer as a last resort if you are unable to contact anyone else.
 - (a) Report your current situation, location, destination, intentions, how to get in contact with you, and when you intend to check in again.
 - (b) Ask for instructions on what you should attempt to do.
 - 2) If you are unable to return to or contact the State EOC or Duty Officer, attempt to report for duty to the nearest local jurisdiction emergency management, law enforcement or fire agency.
 - 3) Continue to work at this duty station until contact is made with the State EOC or Duty Officer and you are given further directions on what to do.
 - 4) If you are unsuccessful at contacting either the State EOC or the out-of-area contact, continue attempts to call both every two hours until you have made contact or otherwise received direction from the State EOC.

5. Off Duty – Local Area

- a) Take care of yourself and your family.
- b) Attempt to report to the State EOC. If this is not practical or possible, follow steps below:
 - 1) Attempt to contact your Section Supervisor or Unit Manager for instructions on what to do. If telephone or radio contact cannot be made, call the Yakima Valley OEM out-of-area telephone contact. Report your situation, current location, destination, intentions, how to get in contact with you, and when you intend to check in again.
 - 2) If you are unsuccessful at contacting either your Section Supervisor or the out-of-area contact, continue attempt to call both every two hours until you have made contact or otherwise received direction from the State EOC.
 - 3) If you are unable to report to the State EOC, attempt to report for duty to the nearest local jurisdiction emergency management, law enforcement or fire agency.
 - 4) Continue to work at this duty station until contact is made with the State EOC and you are given further direction on what to do and where to go.

6. During an earthquake:

- a) Inside the EOC:
 - 1) Visitors to the EOC should be directed to immediately follow your example.

- 2) Immediately drop, cover and hold onto a desk or table or other furniture.
- 3) Try to control yourself, do not run, hold your position, and attempt to remain calm. Direct visitors to do the same.

b) Outside the EOC:

- 1) Others should be advised to immediately follow your example.
- 2) Move away from buildings, utility poles, tall trees, and antennas.
- 3) Try to control yourself, do not run, hold your position, and attempt to remain calm. Advise others to do the same.

7. After the shaking stops:

a) Inside the EOC:

- 1) If any part of the building is on fire, or if the building has collapsed - attempt to evacuate all staff, visitors and other personnel.
- 2) Give the alarm of fire. Evacuate and then attempt to call 9-1-1 from another location or have someone else attempt to call 9-1-1.
- 3) Treat and care for the injured.
- 4) Pay close attention to electrical and other hazards inside and outside the building.
- 5) Damage Assessment. Qualified engineering personnel must assess building structural soundness. Capability to support operations (e.g., Duty Officer functions and activation activities) will depend on this assessment.
 - (a) Communications Coordinators should attempt to assess damage to transmission towers and other communications equipment.
 - (b) The State Duty Officer(s) should immediately notify the Emergency Operations Section Supervisor of operational status and any contacts they are able to make. As much as possible, the Duty Officer(s) should plan to continue their primary role.

a) Outside the EOC:

- 1) Treat and care for the injured.
- 2) If necessary, assist in evacuating injured staff, visitors and other personnel and staff from building. Attempt to ensure 9-1-1 has been notified.
- 3) From the outside of the building, attempt to assess damage to the building.
- 4) Stay clear of downed power lines and transmission antennas.
- 5) As soon as possible, notify the Emergency Operations Supervisor of the situation with any recommendations on continued operations from this site.

H. Administration

This Standard Operating Procedure (SOP) is to be implemented immediately and acted upon by all EMD staff in the event of a major emergency or disaster. This procedure will be updated annually.

Family Emergency Plan

Overview

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity, or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

A. Four Steps to safety

1. Find out what could happen to you
 - a) Contact your local Red Cross chapter or emergency office—be prepared to take notes.
 - b) Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
 - c) Learn about your community's warning signals: what they sound like and what you should do when you hear them.
 - d) Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations. Does your jurisdiction have alternate arrangements for pets?
 - e) Find out how to help elderly or disabled persons, if needed.
 - f) Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.
2. Create an Emergency Plan
 - a) Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
 - b) Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
 - c) Pick two places to meet:
 - 1) Right outside your home in case of a sudden emergency, like a fire.
 - 2) Outside your neighborhood if you can't return home. Everyone must know the address and telephone number.
 - d) Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's telephone number.
 - e) Discuss what to do in an evacuation. Plan how to take care of your pets.
3. Complete this checklist
 - a) Post emergency telephone numbers by telephones (fire, police, ambulance, etc.).
 - b) Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.

- c) Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- d) Check if you have adequate insurance coverage.
- e) Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.
- f) Install smoke detectors on each level of your home, especially near bedrooms.
- g) Conduct a home hazard hunt.
- h) Stock emergency supplies and assemble a Disaster Supplies Kit.
- i) Take a Red Cross first aid and CPR class.
- j) Determine the best escape routes from your home. Find two ways out of each room.
- k) Find the safe places in your home for each type of disaster.

4. Practice and maintain your plans

- a) Quiz your kids every six months.
- b) Conduct fire and emergency evacuation.
- c) Replace stored water every six months and stored food every six months.
- d) Test and recharge your fire extinguisher(s) according to manufacture's instructions.
- e) Test your smoke detectors monthly and charge the batteries at least once a year.

B. Neighbors helping neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

C. Home hazard hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards.

Contact your local fire department to learn about home fire hazards

D. Evacuation

1. Immediately:

- a) Evacuate immediately if told to do so.

- b) Listen to your battery-powered radio and follow the instructions of local emergency officials.
 - c) Wear protective clothing and sturdy shoes.
 - d) Take your Disaster Supplies Kit.
 - e) Lock your home.
 - f) Use travel routes specified by local authorities—don't use shortcuts because certain areas may be impassable or dangerous.
2. If you're sure you have time:
- a) Shut off water, gas, and electricity before leaving, if instructed to do so.
 - b) Make arrangements for your pets.

E. Emergency Supplies

- 1. Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as back-packs, duffel bags, or covered trash containers.
- 2. Include:
 - a) A three-day supply of water (one gallon per person per day) and food that won't spoil.
 - b) One change of clothing and footwear per person, and one blanket or sleeping bag per person.
 - c) A first aid kit that includes your family's prescription medications.
 - d) Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries.
 - e) An extra set of car keys and a credit card, cash or traveler's checks.
 - f) Sanitation supplies.
 - g) Special items for infant, elderly, or disabled family members.
 - h) An extra pair of glasses.
 - i) Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

F. Utilities

- 1. Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.
- 2. Remember - turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.

G. If disaster strikes

Remain calm and patient. Put your plan into action.

1. Check for injuries
 - a) Give first aid and get help for seriously injured people.
2. Listen to your battery-powered radio for news and instructions.
 - a) Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.
3. Check for damage in your home...
 - a) Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
 - b) Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly. (You will need a professional to turn gas back on.)
 - c) Shut off any other damaged utilities.
 - d) Clean up spilled medicines, bleached, gasoline, and other flammable liquids immediately.
4. Remember to...
 - a) Confine or secure your pets.
 - b) Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
 - c) Check on your neighbors, especially elderly or disabled person.
 - d) Make sure you have an adequate water supply in case service is cut off.
 - e) Stay away from downed power lines.

H. General disaster preparedness information

1. Family Preparedness
 - a) “Your Family Disaster Plan” (ARC 4466)
 - b) “Your Family Disaster Supplies Kit” (ARC 4463)
2. Children’s Preparedness Materials
 - a) “Disaster Preparedness Coloring Book” (ARC 2200, English, or ARC 2200S, Spanish) for childrens ages 3-10.
 - b) “Adventures of the Disaster Dudes” (ARC 5024) video and Presenter’s Guide for use by an adult with children in grades 4-6.
3. Community Preparedness
 - a) To get copies of American Red Cross community disaster education materials, contact your local Red Cross chapter.

**Washington State
EMERGENCY OPERATIONS PROCEDURE**

PART C

Attachments

IX. ATTACHMENT LIST

<u>TAB #</u>	<u>DOCUMENT</u>
1.	Duty Officer SOP Contents
2.	Staff Fan-Out/Recall
3.	Building Floor Plan
4.	EOC Floor Arrangement and Telephone Extensions
5.	EOC Staff Availability Schedule
6.	EOC Sign In/Sign Out Sheet
7.	Emergency Operations Log
8.	General Message Form
9.	Request for Resources or Assistance Form
10.	Facsimile Header Sheet
11.	EOC Message Flow Samples
a.	Sample Message Flow
b.	Sample Message Center Out-Going Message Log
c.	Sample Message Distribution Stamp
12.	Acronyms and Definitions
13.	State Proclamation of Emergency Procedures
a.	Sample Proclamations
b.	Sample Termination Proclamation
c.	Proclamation with use of National Guard
14.	Time Sheets
15.	Status Boards
a.	Counties' EOC Operational Status (IAP)

- b. Request for Assistance (OPS)
- c. Plant Data (IAP)
- d. Plume Data (DOH)
- e. Assistance Shelters/Emergency Work Centers (OPS)
- f. Significant Events (IAP)
- g. Weather (IAP)
- h. Rivers (IAP)
- i. PAD/PAR (IAP)

**ATTACHMENT 1
DUTY OFFICERS
SOP INDEX**

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	A.2	PHONETIC ALPHABET	01-00
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	A.4	STATUS BOARD UPDATE PROCEDURES	10-98
G-2		LOGGING FORMS AND NUMBER ASSIGNMENT	01-00
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G-4		TELECOMMUNICATIONS CAPABILITIES	04-99
	A.1	CAPABILITY AND REPAIR CONTACT NUMBERS	04-99
	A.2	CEMNET RADIO SYSTEM CALL SIGNS	04-99
	A.3	AGENCY TELEPHONE NUMBERS	04-99
	A.4	COMMUNICATIONS TESTS	04-99
	A.5	QUARUM BRIDGE	04-99
	A.6	G.A. 800 MHZ RADIO SYSTEM	07-99
	A.7	CSEPP CONFERENCE BRIDGE	10-98
	A.8	AUDIX MESSAGING	04-99
	A.9	CGS CRASH LINE	04-99
	A.10	DOE CRASH LINE	10-98
	A.11	GOVERNMENT EMERGENCY TELECOMMUNICATION SERVICE (GETS)	04-99
	A.12	PBX INSTRUCTIONS	03-99
	A.13	AUDIO VISUAL SYSTEMS	03-99
	A.14	SATELLITE PHONE USAGE AND SIGN OUT	
	A.15	CABLE TELEVISION OUTAGE - RESTORATION	01-00
G-5		PAGER INSTRUCTIONS	10-98
	A.1	PAGER ACCOUNTABILITY	
	A.2	MESSAGE FLASH INSTRUCTIONS	10-98
	A.3	ALPHANUMERIC PAGING GUIDANCE	10-98
G-6		FULL STAFF FAN-OUT/RECALL PROCEDURES	10-98
G-7		PHASED RESPONSE PLAN FOR EOC ACTIVATION	12-99
G-8		EMERGENCY GENERATOR POWER	07-99

GENERAL PROCEDURES (CONT):

G-9		NATIONAL WEATHER SERVICE SEVERE WEATHER/FLOOD	10-98
	A.1	GLOSSARY OF METEOROLOGICAL TERMS	01-00
	A.2	STORM DEFINITIONS	01-00
G-10		DAILY STATISTICS	01-00
G-11		911 OUTAGE REPORTING	06-99

	A.1	911 OUTAGE WORKSHEET	06-99
G-12		EOC RELOCATION PROCEDURES	01-00
	A.1	WNG EOC SEATING PLAN	
G-13			
G-14		CSEPP CRASH TESTS	10-98
G-15		REQUEST FOR PUBLIC RECORDS	10-99
	A.1	PUBLIC RECORDS REQUEST FORM	10-98
G-16		EMD BUILDING/GROUNDS MAINTENANCE	12-99
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G-18		EAS	03-00
	A.1	EAS WORKSHEET	11-99
	SEC 1	DOE-RL PRE SCRIPTED MESSAGES	
	SEC 2	CGS PRE SCRIPTED MESSAGES	
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G-19		GENERAL OFFICER ANSWERING SERVICE	10-98
	A.1	GENERAL OFFICER MESSAGE FORM	

CONTINGENCY PROCEDURES:

C-1		BOMB THREAT	12-99
	A.1	BOMB THREAT CARD	12-99
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C-3		EARTHQUAKE	10-98

CONTINGENCY PROCEDURES (CONT):

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	C-4A	CGS	10-98
	C-4B	DOE-RL	10-98
	C-4C	TROJAN	10-98
	C-4D	SIEMANS	06-99
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		C5A2 PROCLAMATION BY THE GOVERNOR	06-94
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		C5A4 STATE FIRE DEFENSE REGIONS MAP	05-99
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		C5A8 FEMA CONTACTS FOR FED FIRE	05-94

		SUPPRESSION	
		C5A9 EM-047, REQUEST FOR RESOURCES OR EQUIPMENT	
	C-5B	OTHER THEN STATE FIRE MOBILIZATION REQUESTS	10-98
	C-5C	DNR FIRE LINE REPORTS	10-98
	C-5D	REQUEST FOR FEDERAL FIRE SUPPRESSION	10-98
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	A.1	INFORMATION PAPER FOR NATIONAL GUARD ACTIVATION	
C-7		REQUESTS FOR SAND BAGS	10-98
	A.1	SAND BAG INVENTORY BY COUNTY	11-99
	A.2	SAND BAG MAUFACTURERS	08-97
	A.3	CORPS OF ENGINEERS REGIONAL MAP	12-99
C-8		REQUESTS FOR POWER GENERATING EQUIPMENT	10-98
C-9		REQUESTS FOR POTABLE WATER	10-98

CONTINGENCIES (CONT):

C-10		UNEXPLODED ORDNANCE	10-98
	A.1	MILITARY EOD SUPPORT	04-92
C-11		UFO (UNIDENTIFIED FLYING OBJECTS)	10-98
	A.1	UFO REPORT FORM	10-98
C-12		TERRORIST INCIDENTS (DRAFT)	01-00
C-13		CORRECTIONAL FACILITY	10-98
C-14		MASS CASUALTY INCIDENTS	10-98
	A.1	NATIONAL DISASTER MEDICAL SYSTEM	10-98
	A.2	WASHINGTON STATE DENTAL ASSOCIATION FORENSIC TEAM	09-94
	A.3	REQUEST FOR ACTIVATION OF PUGET SOUND NDMS	12-99
C-15		CANADIAN LINE CREW ACCESS INTO WA STATE	10-98
C-16		REQ. ADVANCE MEASURES - CORPS OF ENG.	08-99
C-17			
C-18		SATELLITE/SPACE DEBRIS RE-ENTRY	01-00
	A.1	PHASE I MESSAGE	09-94
	A.2	PHASE II MESSAGE	09-94
	A.3	PHASE III MESSAGE	09-94
	A.4	SIGHTING REPORT FORM	09-94
C-19		ELECTRICAL POWER SHORTAGES	10-98
C-20		UMATILLA DEPOT (CSEPP) EVENTS	03-00
	TAB C-20A	LIMITED AREA EMERGENCY PROCEURES	05-96
	TAB C-20B	POST ONLY AND COMMUNITY EMERGENCY PROCEDURES	05-96

	A.1	INITIAL ROLL CALL CHECK LIST	04-99
	A.2	EMERGENCY NOTIFICATION FORM	03-00
	A.3	BENTON COUNTY EMERGENCY SECTOR MAP	
	A.4	CSEPP EMERGENCY CLASSIFICATION DEFINITIONS.	04-99

CONTINGENCIES (CONT):

C-21		DOE-RL REQUESTS FOR STATE RESOURCES	09-94
	A.1	EM-047, REQUEST FOR RTESOURCES OR ASSISTANCE	09-94
	A.2	DOE-RL RESOURCE LIST	12-92
C-22		URBAN SEARCH AND RESCUE TASK FORCE 1 ACTIVATIONS	02-00
	A.1	NOTIFICATION WORKSHEET	09-96
	A.2	ADDITRIONAL CONTACT NUMBERS	02-00
C-23			
C-24		HAZARDOUS MATERIALS	01-00
	TAB C-24A	HAZARDOUS MATERIAL INCIDENT PROCEDURES	0 1 - 0 0
		A.1 DEPT OF ECOLOGY SPILL OPERATIONS PHONE LIST	01-00
		A.2 ECOLOGY REGIONAL MAP	02-94
		A.3 HAZMAT RESPONSE TEAMS	03-94
		A.4 INCIDENT WORKSHEET	02-00
		A.5 ECOLOGY FIELD STAFF ACCOUNTABILITY LOG	03-00
		A.6 LABOR AND INDUSTRIES REGION MAP	
		A.7 DEPARTMENT OF ECOLOGY RADIO CALL SIGNS	
	TAB C-24B	DEPARTMENT OF ECOLOGY ANSWERING SERVICE	03-00
		A.1 HAZARDOUS MATERIAL INCIDENT WORKSHEET	02-00
		A.2 INCIDENT REPORT	02-00
		A.3 SPILL RESPONSE AFTER HOUR DUTY ROSTER	
C-25		TELECOMMUNICATIONS OUTAGES	10-98
C-26		REQUESTS FOR MARINE AND WILDLIFE RECOVERY	12-97
	A.1	DEPT OF AGRICULTURE CONTACTS/GUIDANCE FOR RECOVERY OF LIVE STOCK CARCASSES	01-97
C-27		AIR SPACE MANAGEMENT – TEMPORARY FLIGHT RESTRICTIONS	10-98

CONTINGENCIES (CONT):

C-28		YEAR 2000 RESPONSE INSTRUCTIONS	04-99
	A.1	INCIDENT WORKSHEET	04-99

WARNING PROCEDURES:

W-1		ATTACK WARNING	10-98
W-2		ACCIDENTAL MISSILE LAUNCH	10-98
W-3		AVALANCHCE WARNING	11-98
W-4		FLOOD WATCH/WARNING	11-98
	A.1	FLOOD/SEVERE WEATHER NOTIFICATION LIST	01-00
	A.2	WASHINGTON RIVERS	04-94
	A.3	CORPS OF ENGINEERS DISTRICT MAP	12-96
	A.4	DEPT OF ECOLOGY DAM SAFETY SECTION	10-98
W-5		SEVERE WEATHER WATCH/WARNING	12-99
	A.1	FLOOD/SEVERE WEATHER NOTIFICATION LIST	11-99
	A.2	ZONE FORECAST BOUNDRIES	08-97
	A.3	NAWAS REMINDER SHEET	
W-6		SEISMIC SEA WAVE (TSUNAMI) WATCH/WARNING	11-98
	A.1	TSUNAMI TRAVEL TIMES	06-90
	A.2	TSUNAMI WARNING CENTER DUTY ROSTER	
W-7		DAM FAILURE OF SUDDEN WATER RELEASE	01-99
	A.1	DAM FAILURE SPECIAL NOTIFICATION LIST	06-90
	A.2	INDEX BY DAM	02-00
	A.3	CORPS OF ENGINEERS DISTRICT MAP	09-98
	A.4	POTENTIALLY AFFECTD DAMS AND COUNTIES	02-93
W-8		VOLCANOES	01-99
	A-1	VOLCANO EVENT DEFINITIONS	10-98
	A-2	ATMOSPHERIC ASH DEFINITIONS	10-98

WARNINGS (CONT):

	TAB W-8A	MOUNT ST HELENS	10-98
		A.1 MT ST HELENS USGS, USFS, EW TELEPHONE LIST	10-98
		A.2 MT ST HELENS VOLCANO CENTER ACTIONS	09-94
		A.3 VOLCANO CENTER EOC CALL DOWN LIST	09-94
	TAB W-8B	MOUNT RAINIER	02-00
		A.1 TELEPHONE REFERENCE NUMBERS	02-00
		A.2 EVENT DEFINITIONS	10-98
		A.3 ASH DEFINITIONS	10-98
	TAB W-8C	MOUNT BAKER/GLACIER PEAK	08-99
		A.1 TELEPHONE REFERENCE NUMBERS	08-99
	TAB	MOUNT ADAMS (UNDER DEVELOPMENT)	

	W-8D		
	TAB W-8E	AMOSPHERIC ASH RELEASE (<i>UNDER DEVELOPMENT</i>)	
W-9		SOUTH CASTLE DEBRIS STRUCTURE FAILURE	10-98

SEARCH AND RESCUE PROCEDURES:

S/D1		GENERAL PROCEDURES	
S/D2		LAND SAR/GENERAL EMERGENCY MANAGEMENT RESOURCE PROCEDURES	
S/D3		WATER RESCUE/DIVE RESOURCE PROCEDURES	
S/D4		SAR AIR RESOURCE PROCEDURES	
S/D5		UNDERGROUND RESCUE	
S/D6		RECOVERY OF A BODY	
S/D7		ELT NOTIFICATION/SARSAT INFORMATION	
	A.1	ELT NOTIFICATION FORM	

SEARCH AND RESCUE (CONT):

S/D8		TRANSPORTATION OF VOLUNTEERS/RESOURCES	
S/D9		REQUESTS FOR RESOURCES FROM FEDERAL AGENCIES	
S/D 10		OUT OF STATE RESOURCE REQUESTS	
S/D 11		TRAINING AND EVIDENCE SEARCH MISSION PROCEDURES	
	A.1	EXAMPLE EVIDENCE SEARCH MISSION REQUEST	
S/D 12		RESCUE COORDINATION CENTER (RCC)	

ATTACHMENT 2

STAFF FAN-OUT/RECALL

PURPOSE: To establish procedures for the Washington State Duty Officer to perform a recall of EM staff members.

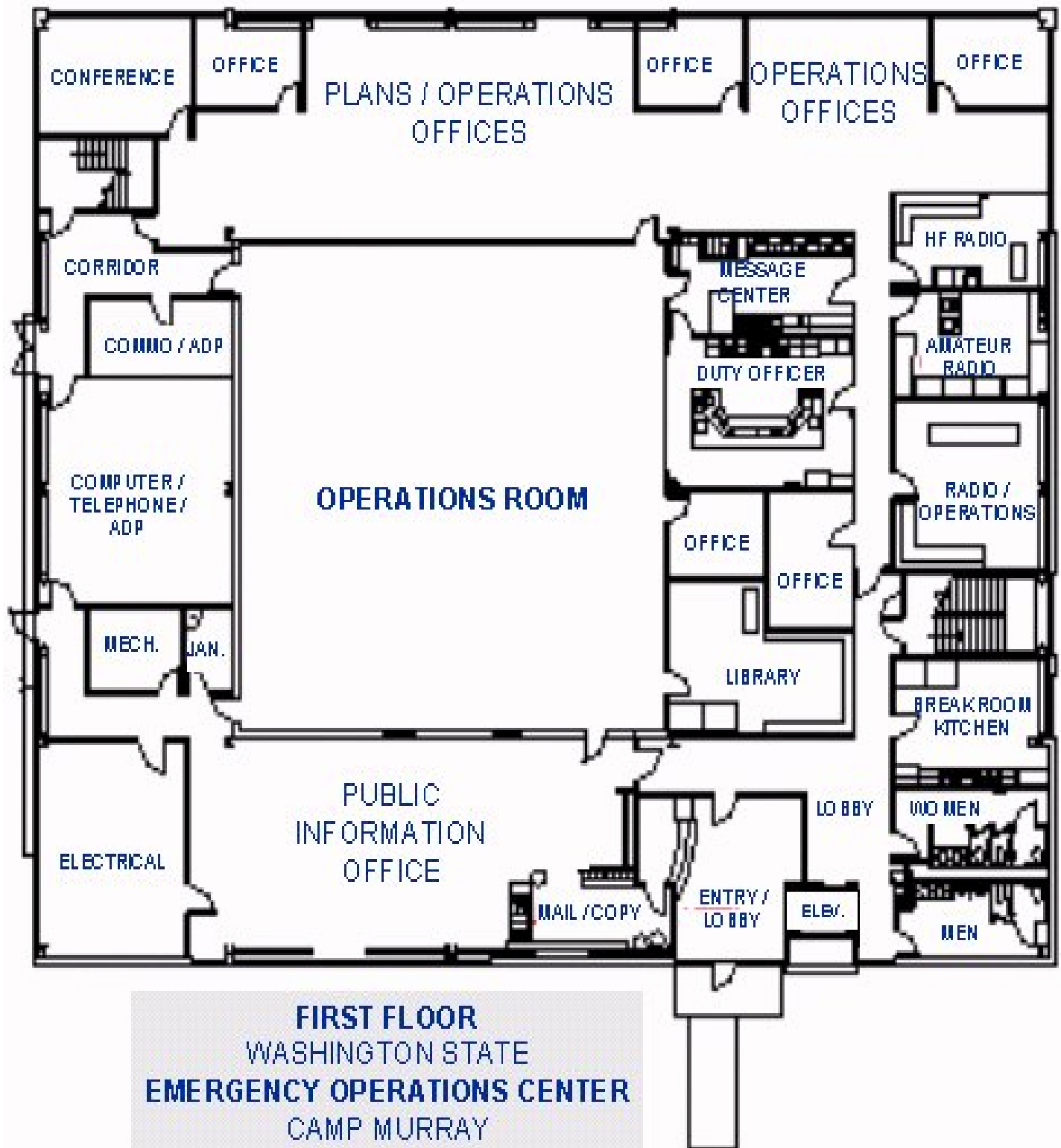
GENERAL INSTRUCTIONS:

When an event occurs requiring alert or recall of the entire staff, selected groups such as the Initial Response Team or individuals, notification will be accomplished by using the intercom, or by calling individuals. This will be done following consultation with or receiving direction from the Director, Chief of Staff or a Unit Manager. The Duty Officer will not necessarily be tasked with recalling division staff. Other individuals or division leadership may perform these tasks.

PROCEDURES:

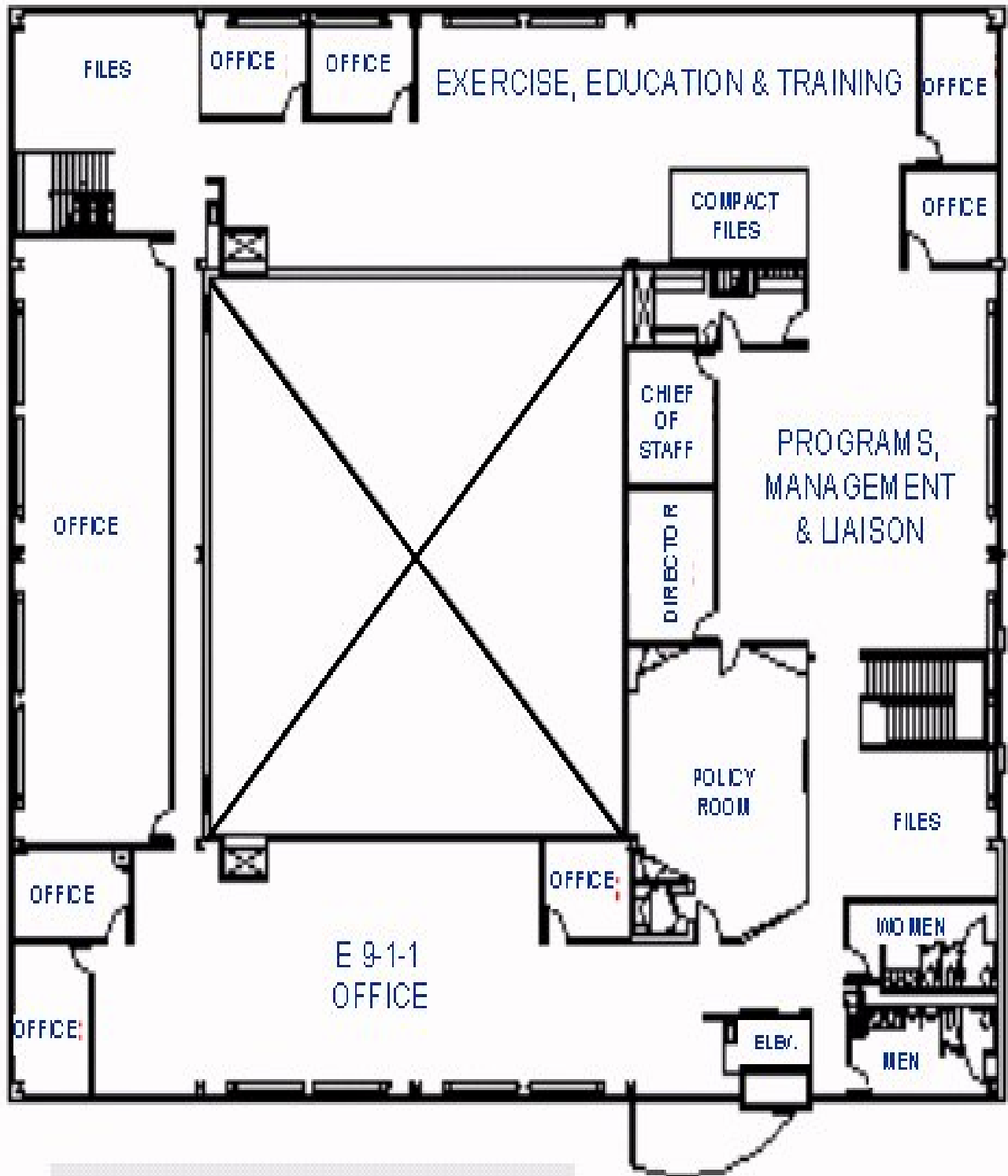
1. If a staff recall is required, the Duty Officer will call the Emergency Operations Manager, Operations Unit Manager, Chief of Staff or the Director to determine size and type of recall.
2. Based on instructions received, the Duty Officer will proceed as follows:
 - A. Entire staff alert or recall
 - 1) Proceed with Tel 20.
 - 2) Or, follow procedure directed by supervisor personnel.
 - B. Initial Response Team Recall
 - 1) When an incident occurs that requires the duty officer to notify the IRT team, the duty officer will use one of the following methods:
 - a) Using telephone or all-staff page during weekday duty hours (8-5) requesting the IRT team report to the EOC.
 - b) By calling each individual on the Tel 20.
 - 2) Record the time, date and name of person(s) contacted if using procedure B.1.b above.
 - C. Partial or selected alert or recall
 - 1) Duty Officer will call only those people indicated in the instructions from the Emergency Operations Manager, Operations Unit Manager, Chief of Staff of the Director. He/she may be instructed to use any one of the above procedures depending on situation.
 - 2) Pass on any specific instructions or information as received or construct voice message using Phonemaster.

ATTACHMENT 3
BUILDING LAYOUT (CAMP MURRAY, WA)



ATTACHMENT 3

BUILDING LAYOUT (CAMP MURRAY, WA)

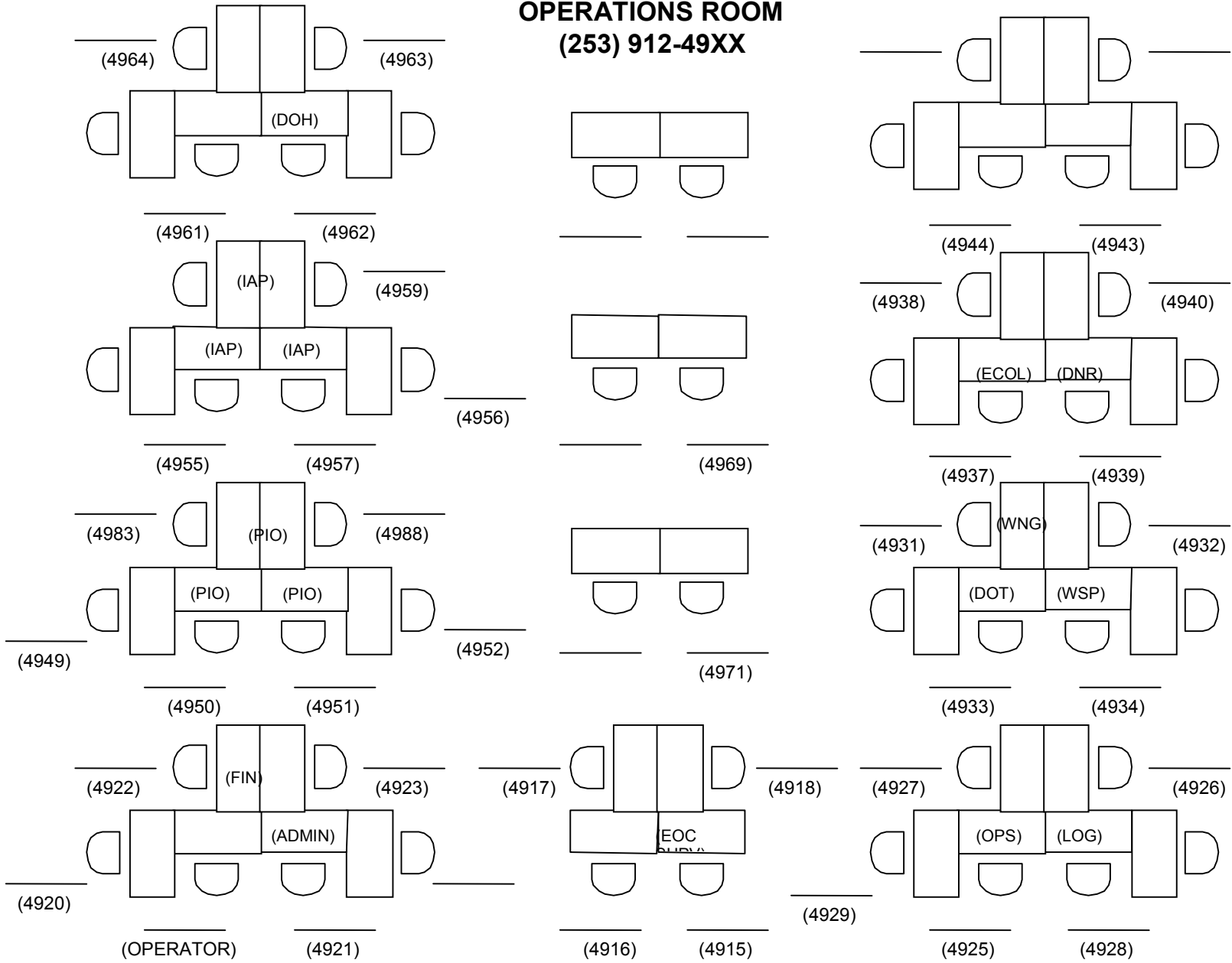


EOC, SECOND FLOOR

ATTACHMENT 4

ACTIVATED EOC FLOOR ARRANGEMENT AND LAYOUT

OPERATIONS ROOM (253) 912-49XX



ATTACHMENT 5

STAFFING PATTERN

Washington State Emergency Operations Center

Staffing Pattern

Phase III, As of: __/__/__

ADM Supervisor		
ADM Fiscal Tech		
ADM Security		
EXEC Disaster Manager		
EXEC Assistant Disaster Manager		
EXEC Administrative Assistant		
EXEC Administrative Assistant		
EXEC Liaison from DOH		
EXEC Liaison from EFSEC		
EXEC Liaison from AG		
EXEC Liaison from NRC		
EXEC Liaison from FEMA		
EXEC Liaison to Adams		
EXEC Liaison to Benton		
EXEC Liaison to Franklin		
EXEC Liaison to Kitsap		
EXEC Liaison to Walla Walla		
EXEC Liaison to Facility		
EXEC Liaison to JOC		
EXEC EOC Supervisor		
EXEC EOC Assistant Supervisor		
EXEC EOC A/V Tech		
IAP Supervisor		
IAP Administrative Assistant		
IAP Coordinator - Recovery		
IAP Coordinator - Recovery		
IAP Coordinator		
IAP Coordinator		
IAP Coordinator		
IAP Coordinator		
LOG Supervisor		
OPS Supervisor		
OPS Administrative Assistant		
OPS Coordinator		
OPS Liaison - DOH		

OPS Liaison - DOH		
OPS Liaison - DOT		
OPS Liaison - DOE		
OPS Liaison - MD		
OPS Liaison - P&R		
OPS Liaison - WSDA		
OPS Liaison - WSP		
OTHER Exercise Controller		
OTHER Exercise Controller		
OTHER SimCell		
OTHER SimCell		
OTHER SimCell		
PIO Manager		
PIO Assistant Manager		
PIO Information Team Leader		
PIO Information Team Writer		
PIO Information Team Writer		
PIO Media Team Leader		
PIO Media Call Taker		
PIO Media Call Taker		
PIO Support Team Leader		
PIO Support Staff		
PIO Support Staff		
PIO JIC Team Leader		
PIO JIC Health Spokesperson		
PIO JIC Agriculture Spokesperson		
PIO JIC Media Liaison		
PIO JIC Media Liaison		
PIO JIC Support Staff		
TELE Supervisor		
TELE Coordinator		
TELE RACES Station Operator		
TELE Message Center Supervisor		
TELE Message Center Coordinator		
TELE Computer Information Specialist		
TELE Computer Information Specialist		
TELE Switchboard Operator		

ATTACHMENT 6

EOC SIGN IN/OUT SHEET

EOC SIGN IN/SIGN OUT SHEET

Incident Name: _____

Incident Number: _____

[illegible]

ATTACHMENT 7

SAMPLE LOG FORMAT
Washington State Military Department
EMERGENCY MANAGEMENT DIVISION
STATE EMERGENCY OPERATIONS CENTER

OPERATIONS LOG

USE THE TAB KEY TO MOVE FROM COLUMN TO COLUMN

MISSION #		DATE:	SHIFT:	PAGES: 1
ITEM#	TIME	REMARKS		INTL

REQUESTS FOR RESOURCES or ASSISTANCE

Incident #:		Incident Name:		Request #:	
-------------	--	----------------	--	------------	--

Jurisdiction:		Date / Time:	
Requestor's Name:		Requestor's Title	
Phone Number:		Call Taken By:	

BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED:

[illegible]

Have Local Municipal or County Gov't Resources Been Exhausted?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If this is answered "NO", Local Government sources must be utilized)
Have Local Area Commercial Resources Been Exhausted?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If this is answered "NO", Local Commercial sources must be utilized)

[illegible]

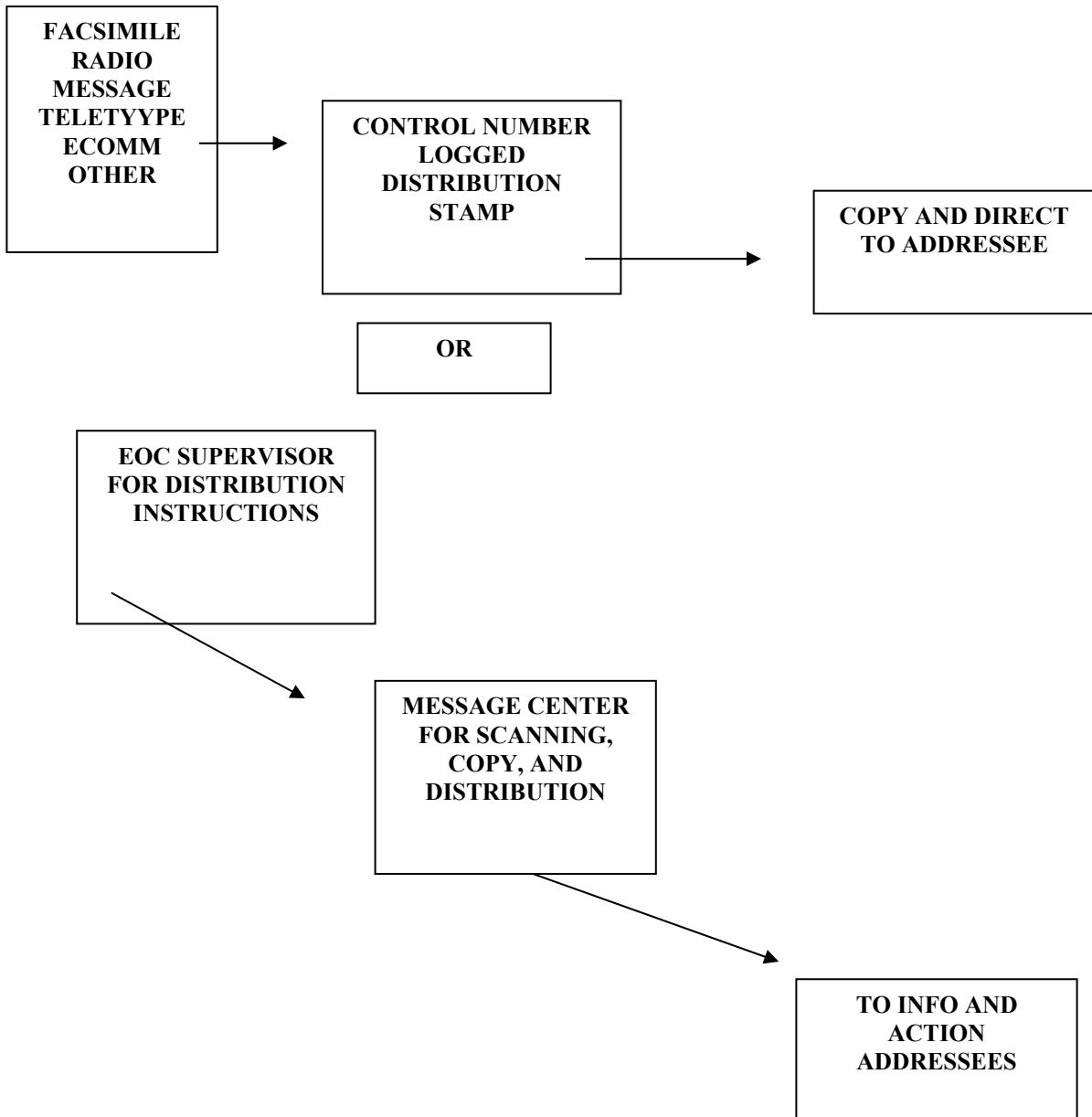
FAX COVER SHEET
STATE OF WASHINGTON
EMERGENCY OPERATIONS CENTER (EOC)
FAX NUMBER: (253) 512-7203

--

ATTACHMENT 11a

EOC MESSAGE FLOW

**MESSAGE CENTER FLOW
(INCOMING)**



ATTACHMENT 11b

MESSAGE FLOW

Washington State Military Department
EMERGENCY MANAGEMENT DIVISION
STATE EMERGENCY OPERATIONS CENTER

MESSAGE CENTER: OUT-GOING MESSAGES LOG

USE THE TAB KEY TO MOVE FROM COLUMN TO COLUMN

[illegible]

ATTACHMENT 11c

EOC MESSAGE FLOW

Washington State		
Emergency Operations Center		
SECTION	ACTION	INFO
EXEC		
EOC Supervisor		
Public Information		
Operations		
Plans		
Administration		
Logistics		
WSP		
DOT		
AGR		
ECO		
DOH		
DNR		
PARKS		
ARC		
Mil Dept.		
US COE		
Duty Officer		

ATTACHMENT 12

ACRONYMS

AG	Attorney General
ACCESS	A Centralized Computerized Enforcement Service System
APCO	Associated Public Safety Communications Officer, Inc.
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATC	Applied Technology Council
AWC	Association of Washington Cities
BC/PEP	British Columbia/Provincial Emergency Planning
CAP	Civil Air Patrol
CDC	Centers for Disease Control
CEM	Certified Emergency Manager
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CENTREX	Central Exchange
COE	Corps of Engineers
COG	Continuity of Government
COMMO	Communications
CPG	Civil Preparedness Guide
CPM	Counts Per Minute
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
(US) DA	Department of Agriculture
DAC	Disaster Application Center/Disaster Assistance Council
DAP	Disaster Assistance Program
DECON	Decontamination
DEM	Division of Emergency Management (state)

DEM	Department of Emergency Management (local)
DES	Department of Emergency Services (local)
DFO	Disaster Field Office
DIS	Department of Information Services
DO	Duty Officer
DOA	Department of Agriculture
DOC	Department of Corrections
DOE-RL	Department of Energy, Richland
(US) DOE	Department of Energy
(WS) DOE	Department of Ecology
DOFW	Department of Fish and Wildlife
DOH	Department of Health
DOL	Department of Licensing
DOT	Department of Transportation
DOT/AERO	Department of Transportation/Aeronautics Division
DNR	Department of Natural Resources
DRP	Division of Radiation Protection (DOH)
DSHS	Department of Social and Health Services
DSR	Damage Survey Report
EAS	Emergency Alert System
EBS	Emergency Broadcast System
ECA	Exposure Control Area
EOC	Emergency Operations Center
ECL	Emergency Classification Level
EENET	Emergency Educational Network
EFSEC	Energy Facility Site Evaluation Council
EIS	Environmental Impact Statement
EMA	Emergency Management Assistance
EMC	Emergency Management Council

EMI	Emergency Management Institute
EMT	Emergency Management Training
EMP	Emergency Management Program/Electromagnetic Pulse
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPIO	Emergency Public Information Officer
EPZ	Emergency Planning Zone
ESD	Employment Security Department
ETA	Estimated Time Of Arrival
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FFTF	Fast Flux Test Facility
FIRECOM	State-wide use Common Fire Channel
FNARS	FEMA National Radio System
FNAMS	FEMA National Message System
FNAVS	FEMA National Voice System
FNF	Fixed Nuclear Facility
FRC	Federal Response Center
FRERP	Federal Radiological Emergency Response Plan
FRMAP	Federal Radiological Monitoring and Assessment Plan
GA	Department of General Administration
GAR	Governor's Authorized Representative
GE	General Emergency
HAZMAT	Hazardous Materials
HEAR	Hospital Emergency Administrative Radio

HF	High Frequency
HMAC	Hazardous Materials Advisory Committee
HP	Health Physicist
HMPC	Hazardous Material Planning Committee
HVA	Hazard Vulnerability Analysis
ICMA	International City Managers' Association
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IFG	Individual and Family Grant
IMA	Individual Mobilization Augmentee
IMS	Incident Management System
INS	Office of Insurance Commissioner
IRZ	Immediate Response Zone
JIC	Joint Information Center
KI	Potassium Iodide (Thyroid Blocking Agent)
L & I	Labor & Industries
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
LETS	Law Enforcement Teletype System
LOCA	Loss of Coolant Accident
MEDNET	Medical Emergency Delivery System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSH	Mount St. Helens
MUDAC	Meteorology and Unified Dose Assessment Center
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management (local directors)

NCOIC Non-Commissioned Officer In Charge

NEHRP National Earthquake Hazard Reduction Program

NEIC National Earthquake Information Center

NEMA National Emergency Management Association (state directors)

NENA National Emergency Number Association (911)

NETC National Emergency Training Center

NFIP National Flood Insurance Program

NGA National Governor's Association

NHRAIC Natural Hazard Research and Applications Information Center

NLEEC National Law Enforcement Emergency Channel

NOAA National Oceanic Administrative Agency

NORAD North American Aerospace Defense

NOUE Notice of Unusual Event

NPSPAC National Public Safety Planning Advisory Committee

NRC National Response Center

NRC Nuclear Regulatory Commission

NSDD National Security Decision Directive

NTSB National Transportation Safety Board

NUDET Nuclear Detonation

NUREG Nuclear Regulation

NWS National Weather Service

OSC On Scene Commander

OSCCR On Scene Command and Coordination Radio

OFM Office of Financial Management

OIC Officer In Charge

OPS Operations Unit

PAD Protective Action Decision

PAG Protective Action Guide

PAR Protective Action Recommendation (FNF)

PAR Personnel Action Request

PAZ	Protective Action Zone
PDS	Professional Development Series
PF	Protection Factor
PGE	Portland General Electric
PIO	Public Information Officer
POC	Point Of Contact
PPP	Population Protection Planning
PRER	Peacetime Radiological Emergency Response
R	Roentgen
RAC	Regional Assistance Committee
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RAG	Radiological Assessment Group
RDO	Radiological Defense Officer
REAC/TS	Radiation Emergency Assistance Center/Training Site
REP	Radiological Emergency Preparedness
REM	Radiation Equivalent Man
RI	Radiological Instrument
RIM&C	Radiological Instrumentation Maintenance and Calibration
RM	Radiological Monitor
RRT	Radiological Defense Response Team
RX	Reactor
SAE	Site Area Emergency
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCAN	State Controlled Area Network
SCM	Survivable Crisis Management
SECURE	State Emergency Communications

SERC	State Emergency Response Commission
SCO	State Coordinating Officer
SM	Student Manual
SOPs	Standard Operating Procedures
SPI	Superintendent of Public Instruction
SSC	Seismic Safety Commission
STARC	State Area Command (National Guard Headquarters)
TAG	The Adjutant General
TD	Training Document
TLD	Thermoluminescent Dosimeter
TM	Technical Memorandum
T3	Title 3 (SARA)
TR	Technical Report
UBC	Uniform Building Code
UDAC	Unified Dose Assessment Center
UHF	Ultra High Frequency
USAR	Urban Search and Rescue
USCG	United States Coast Guard
USDA	United States Department of Agriculture
UTC	Utilities & Transportation Commission
VHF	Very High Frequency
WAARNG	Washington Army National Guard
WACO	Washington Association of County Officials
WANG	Washington Air National Guard
WEIC	Washington Emergency Information Center
WNG	Washington National Guard
CGS	Washington Nuclear Project Number 2
WPPSS	Washington Public Power Supply System
WSEMA	Washington State Emergency Management Association

WSEO Washington State Energy Office

WSP Washington State Patrol

ATTACHMENT 13a

PROCLAMATION BY THE GOVERNOR

PROCLAMATION BY THE GOVERNOR

WHEREAS, an (describe event) occurred (insert date), threatening citizens and property of Washington State;

WHEREAS, (describe incident) is causing extensive damage to homes, businesses, public utilities, public facilities and infrastructure in (list jurisdictions);

WHEREAS, the Washington State Military Department has activated the state Emergency Operations Center (EOC), implemented response procedures, and is coordinating resources to support local officials in alleviating the immediate social and economic impacts to people, property, and infrastructure and is assessing the magnitude of the event;

NOW, THEREFORE, I, Gary Locke, Governor of the state of Washington, as a result of the aforementioned situation and under RCW 38.08, 38.52, and 43.06, do hereby proclaim that a state of emergency exists in (insert the name(s) of the jurisdiction(s)) and direct the supporting plans and procedures to the *Washington State Comprehensive Emergency Management Plan* be implemented. State agencies and departments are directed to utilize state resources and to do everything possible to assist affected political subdivisions in an effort to respond and recover from the event. I also hereby order into active service the state of Washington National Guard, or such part thereof as may be necessary in the opinion of the Adjutant General to perform such duties as directed by competent authority. Additionally, the Washington State Military Department, Emergency Management Division (EMD) is instructed to coordinate all event-related assistance to the affected areas.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the state of Washington to be affixed at Olympia, this (day and month), A.D., nineteen hundred and ninety-seven.

Governor of Washington

BY THE GOVERNOR

Secretary of State

ATTACHMENT 13b

PROCLAMATION BY THE GOVERNOR, AMMENDMENT

PROCLAMATION BY THE GOVERNOR

AMENDING PROCLAMATION OF AN EMERGENCY

The (name incident-refer to proclamation) which began (enter day, month, year) is continuing to threaten citizens and property in Washington State.

WHEREAS, (describe incident) is causing extensive damage to homes, businesses, public utilities, public facilities and infrastructure in (list newly proclaimed counties).

NOW THEREFORE, I, GARY LOCKE, Governor of the state of Washington as a result of the aforementioned situation and under RCW 38.08, 38.52, and 43.06, do hereby amend the proclamation of (insert date of proclamation), and further proclaim that a State of Emergency exists in (list newly proclaimed counties) counties.

IN WITNESS WHERE OF, I have hereunto set my hand and caused the Seal of the state of Washington to be affixed at Olympia this (date) day of (month), A.D., Nineteen Hundred Ninety-seven.

Governor of Washington

BY THE GOVERNOR

Secretary of State

ATTACHMENT 13c

PROCLAMATION BY THE GOVERNOR, TERMINATION

PROCLAMATION BY THE GOVERNOR

TERMINATING AN EMERGENCY

I, **GARY LOCKE**, Governor of the state of Washington, pursuant to RCW 43.06.210, do hereby terminate the proclamation of (list the date of the initial proclamation) which declared a state of emergency in Washington State.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the state of Washington to be affixed at Olympia, this (date and month), A.D., nineteen hundred and ninety-seven.

Governor of Washington

BY THE GOVERNOR

Secretary of State

ATTACHMENT 14

SAMPLE TIMESHEETS

MILITARY DEPARTMENT EMERGENCY MANAGEMENT DIVISION		SEMI-MONTHLY TIME RECORD															Oct-99
NAME (PRINT):												SSN			MONTH		
APPROVED WORK SCHEDULE:													YEAR:				
<i>NIS OR FLEET EMPLOYEES ONLY: TOTAL HOURS WORKED IN LAST WEEK OF PREVIOUS PAY PERIOD</i>																	
PROJECT CODE		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL
REGULAR TIME WORKED (INCLUDE CALL BACK TIME)																	
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
HOLIDAY / LEAVE TIME TAKEN																	
	Holiday																0.0
	Sick																0.0
	Annual																0.0
	Compensatory Time																0.0
	Exchange Time (Exception Employee Only)																0.0
	<i>Other -</i>																0.0
SUBTOTAL (MUST EQUAL APPROVED SCHEDULE)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OVERTIME FOR PAY																	
																	0.0
																	0.0
																	0.0
TOTAL HOURS (FOR PAY)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Overtime Earned (Compensation Time)																0.0
	Exchange Time Earned (Exception Employee Only)																0.0
	Leave Without Pay																0.0
SIGNATURE		DATE				APPROVED BY						DATE					

ATTACHMENT 14

SAMPLE TIMESHEETS

MILITARY DEPARTMENT		SEMI-MONTHLY TIME RECORD																		Oct-99	
EMERGENCY MANAGEMENT DIVISION																					
NAME (PRINT):												SSN		MONTH							
APPROVED WORK SCHEDULE:												YEAR:									
NPS OR FLEET EMPLOYEES ONLY: TOTAL HOURS WORKED IN LAST WEEK OF PREVIOUS PAY PERIOD																					
PROJECT CODE	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL				
REGULAR TIME WORKED (INCLUDE CALL BACK TIME)																					
																	0.0				
																	0.0				
																	0.0				
																	0.0				
																	0.0				
																	0.0				
																	0.0				
																	0.0				
																	0.0				
																	0.0				
HOLIDAY / LEAVE TIME TAKEN																					
Holiday																	0.0				
Sick																	0.0				
Annual																	0.0				
Compensatory Time																	0.0				
Exchange Time (Exception Employees Only)																	0.0				
<i>Other - Write In -</i>																	0.0				
SUBTOTAL (MUST EQUAL APPROVED SCHEDULE)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
OVERTIME FOR PAY																					
																	0.0				
																	0.0				
																	0.0				
TOTAL HOURS (FOR PAY)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
Overtime Earned (Compensation Time)																	0.0				
Exchange Time Earned (Exception Employees Only)																	0.0				
Leave Without Pay																	0.0				
SIGNATURE	DATE				APPROVED BY								DATE								

ATTACHMENT 15a

VIII. EOC STATUS BOARDS

COUNTIES' EOC OPERATIONAL STATUS (IAP)

COUNTIES' EOC OPERATIONAL STATUS

Date/Time Posted and Copied: _____

JURISDICTION	DATE/TIME ACTIVATED	DATE/TIME OF PROCLAMATION	DATE/TIME DEACTIVATED	REMARKS

ATTACHMENT 15b

REQUEST FOR ASSISTANCE

Request For Assistance

Mission Number	Rcvd Date/Time	Jurisdiction	Request	Lead Agency	Approved Date/Time	Statu

ATTACHMENT 15c

PLANT DATA

CGS PLANT DATAMISSION # _____
Copied: _____

D/T

<u>REACTOR STATUS</u> POWER LEVEL _____ CLAD DAMAGE _____ 3 _____ FUEL DAMAGE _____	<u>EMERGENCY DIESEL GENERATOR STATUS</u> DG-1(A) _____ DG-2(B) _____ DG-3(C) _____ <u>STEAM GENERATOR STATUS:</u> A _____ B _____ C _____
<u>D</u> _____ <u>REACTOR COOLANT SYSTEM:</u> PRESSURE _____ TEMP _____ <u>LEVEL</u> _____ <u>LEAK RATE</u> _____	<u>INOPERABLE EQUIPMENT:</u>
<u>CONTAINMENT:</u> PRESSURE _____ ACTIVITY _____ LEAKAGE _____ YES/NO _____	<u>COMMENTS:</u>

ATTACHMENT 15d.
PLUME DATA
(DOH)

Date/Time Posted and Copied: _____

PROJECTED/MEASURED	
<p align="center">DATE & TIME OF DATA</p> <p>DATE: _____ TIME: _____</p> <p align="center">RELEASE START _____</p> <p>RELEASE ENDED _____</p> <p align="center"><u>DURATION OF RELEASE</u> _____</p> <p align="center">NOBLE GAS IODINE</p> <p>_____</p> <p>PARTICULATES</p>	<p align="center">RELEASE POINT</p> <p>EAB</p> <p>2.0 MI</p> <p>5.0 MI</p> <p>10.0 MI</p> <hr/> <p>DISTANCE TO WHICH PAGES MAY BE EXCEEDED</p> <p>PLUME _____ IN</p>
	<p align="center">DOSE RATE (IM)</p> <p>WHOLE BODY THY</p> <p>_____</p> <p>_____</p> <p>_____</p>

ATTACHMENT 15e

ASSISTANCE SHELTERS/EMERGENCY WORKER CENTERS

EMERGENCY WORKER / ASSISTANCE CENTERS (EW/AC) OCCUPANCY AND STATUS R				
As of	hrs	/	/2000	
NAME and ADDRESS	CITY/COUNTY	POPULATION	CAPACITY	MANAGE

ATTACHMENT 15f

SIGNIFICANT EVENTS

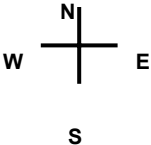
SIGNIFICANT EVENTS

(IAP)

Date/Time Posted and Copied: _____

SEQUENCE NUMBER	DATE	TIME	ACTION

ATTACHMENT 15gWEATHER
(IAP)Updated: _____
as of: _____
Posted and Copied: _____Current
Date/Time

LOCATION			
	TEMPERATURE	WIND SPEED	PRECIPITATION
D. <u>Low</u>	<u>High</u>	<u>From/To</u>	
CURRENT	_____	_____	_____
NEXT 12 HRS	_____	_____	_____
NEXT 24 HRS	_____	_____	_____
EXTENDED FORECAST:			
CEILING:	STABILITY:	SUNRISE:	SUNSET:
WIND DIRECTION 		REMARKS:	
MOUNTAINS:	OLYMPICS/CASCADES	FREEZING LEVEL: _____	SNOW ACCUMULATION
			NEXT: _____
	BLUE MOUNTAINS	FREEZING LEVEL: _____	SNOW ACCUMULATION
			NEXT: _____
			NEXT: _____
NE:	COAST/INLAND	WIND SPEED FROM/TO: _____	NEXT: _____ HRS: _____
			NEXT: _____ HRS: _____
		HIGH TIDE: _____	AT: _____
		LOW TIDE: _____	AT: _____

ATTACHMENT 15h

RIVERS (IAP)

Date/Time Posted and Copied: _____

<i>DATE/TIME</i>	RIVERAnd GAUGE LOCATION	CURRENT READING Rising/Falling/Sta ble	EXPECTED CREST LEVEL		FLOOD STAGE	
			DATE/TIME	STAGE		

ATTACHMENT 15i

PAD/PAR (IAP)

INCIDENT #: _____		USDOE-RL EVENT _____	
INCIDENT DATE: _____		CGS EVENT _____	
DATE/TIME POSTED and PRINTED: _____		UMCD EVENT _____	
<u>CNF/ NF #</u>	<u>TIME RECEIVED</u>	<u>PROTECTIVE ACTION RECOMMENDATIONS</u>	<u>PROTECTIVE ACTION DECISIONS</u>

Washington State EMERGENCY OPERATIONS PROCEDURE

PART D

Position Checklists

X. POSITION CHECKLIST

TAB

A
A-1
A-2
A-3
A-4
A-5
A-6

POSITION

Executive Section
Assistant Director
Disaster Manager
Assistant Disaster Manager
AA to Executive Section
EOC Supervisor
EOC Assistant Supervisor

A-7	State Liaison to the Affected Jurisdiction
A-8	Liaison to other States/Provinces
A-9	Governor's Representative
A-10	AA to EOC Supervisor
A-11	State Liaison to US DOE-RL EOC
B	(intentionally left blank)
C	Telecommunications Section
C-1	Telecommunications Supervisor
C-2	Telecommunications Coordinator (s)
C-3	Radio Operators
C-4	Facsimile Machine Operator
C-5	Message Center Supervisor
C-6	Message Clerk
C-7	Runners
C-8	Switchboard Operator (EOC)
C-9	Automation Systems Coordinator
C-10	AA to Telecommunications Section
D	Operations Section
D-1	Operations Section Supervisor
D-2	Operations Coordinator (s)
D-3	AA to Operations Section
E	Information, Analysis, and Planning Section (IAP)
E-1	IAP Section Supervisor
E-2	IAP Coordinator
E-3	Technical Advisor
E-4	AA to IAP Section
F	Administration Section
F-1	Administration Section Supervisor
F-2	Facility Manager
F-3	Administration Section Personnel Staffing
F-4	Fiscal Management Comptroller
F-5	Security Coordinator
F-6	AA to Administration Section
G	Logistics Section
G-1	Logistics Section Supervisor
G-2	Logistics Coordinator
H	All Public Information
H-1	Governor's Communications Director
H-2	Public Information Manager
H-3	Assistant Public Information Manager
H-4	Decision Maker PIO Liaison
H-5	Public Information Technical Advisor
H-6	Information Team Leader
H-7	Information Team Writer
H-8	Information Team Support
H-9	Public Team Leader
H-10	Public Team Support
H-11	Public Liaison
H-12	Media Team Leader
H-13	Support Team Leader

H-14	Clerical Support
H-15	JIC Public Information Manager
H-16	JIC Spokesperson
H-17	JIC Technical Spokesperson
H-18	Media Liaison
H-19	JIC Information Writer
H-20	JIC Support Team
I	Other State Agencies'
I-1	American Red Cross Liaison
I-2	Washington State Patrol Liaison
I-3	Department of Transportation Liaison
I-4	Department of Health Liaison
I-5	Department of Agriculture Liaison
I-6a	Utilities and Transportation Liaison
I-6b	Utilities and Transportation Liaison to IAP Section
I-7a	EFSEC Representative to the Executive Section
I-7b	EFSEC Representative to the IAP Section
I-8	Department of Natural Resources Liaison
I-9	Labor and Industries Liaison
I-10	Fish and Wildlife Liaison
I-11	Parks and Recreation Liaison
I-12	Ecology Liaison to the Plans Section
I-13	Facility Representative from the Power Plant Liaison
I-14	Fire Services Division Liaison
I-15	General Administration Liaison
I-16	Washington National Guard Liaison

A-1
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ASSISTANT DIRECTOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides overall direction and guidance to the state's emergency response actions. Visits disaster sites and performs a key role as an interface with the public, governmental officials at all levels and emergency managers. **Except for those items that the Assistant Director chooses to personally perform, the Assistant Director generally delegates the performance of this checklist to a designated Disaster Manager in order to be available to the Governor or perhaps proceed to the disaster location.** Therefore, the disaster manager is the key agent of this checklist.

OVERALL DUTIES:

- **Key decision maker:** Leads the discussion and decision making processes with the Emergency Operation Center (EOC) Executive Section. Documents the basis for and disseminates key emergency response decisions. Provides for the maintenance of a decision log documenting the basis for decisions taken during the emergency. Directs the maintenance of administrative records of EOC operations and state costs incurred during emergencies. Coordinates state emergency responses in support of local governments requiring resources and assistance during an emergency or disaster.
- **Liaison with State Government and the Governor's Office:** Serves as the primary contact for notifying the Military Department's AG, other state agencies, and the Governor's Office of Emergencies. Keeps appropriate state agency directors and the Governor's Office informed of the situation. Facilitates the preparation and promulgation of the Governor's emergency proclamation in coordination with all agencies at the Decision Table. Ensures coordination with other state agency officials to facilitate timely and efficient commitments of state assistance to support local government emergency responses.
- **Coordination with local and neighboring jurisdictions:** Ensures that appropriate liaison is initiated and maintained with: (1) the officials of the affected jurisdictions; (2) the neighboring state emergency management directors; and (3) the neighboring Canadian provinces, as appropriate.
- **Requests for federal assistance:** Serves as the state's primary representative, after the Governor, for requesting federal assistance through Federal Emergency Management Agency (FEMA).
- **Coordination with PIO:** In consultation with the Executive Section and the Public Information Officer, directs that the appropriate emergency public information actions be implemented using the best methods of dissemination. Approves the issuance of press releases, although the press release approval is normally delegated to the Assistant Disaster Manager.
- **Public warning and notification:** In consultation with the Executive Section, identifies the need for and approves statewide warning messages to be disseminated to the public. Approves the method of disseminating such messages, including activation of the Emergency Alert System, if necessary.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR FIXED NUCLEAR AND

US DEPARTMENT OF ENERGY FACILITIES

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions in the Fixed Nuclear Facility (FNF) and US Department of Energy Plans and Procedures and confirm they have been implemented.
- () Designate an Acting Assistant Director (normally the Disaster Manager) to perform the Assistant Director's functions in the event of his/her absence.
- () Immediately announce to the EOC all classification changes and decisions made.
- () Keep the Governor's office informed of all changes in the situation.

2. NOTIFICATION OF AN UNUSUAL EVENT

- () Notify the Governor's Liaison (Governor's Executive Policy Assistant) of the event. (Note: The EOC is not activated at this point and activities are handled by the Duty Officer.)

3. ALERT LEVEL

- () Report for duty at the State EOC. Check in with the Receptionist and the switch board operator at the main entrance to the EOC, inform the Duty Officer or the EOC Supervisor of your presence, and begin a record of your activities during the emergency.
- () Discuss with the Governor's Office the need to send an additional Governor's Office representative to the State EOC.
- () Receive a situation briefing from the EOC Supervisor on the current status of the facility experiencing the emergency, and the current status of the state EOC, the county Emergency Operations Centers (EOCs), the Emergency Operations Facility (EOF), the Joint Information Center (JIC), and key response activities that may have taken place.
- () In consultation with the Executive Section, select the Senior State Official and arrange for his/her departure to the EOF.

4. SITE AREA EMERGENCY

- () Receive a briefing from the EOC Supervisor on the current status of the automatic actions which should have taken place or are in progress.
- () Prepare a proclamation of emergency for the Governor (Note: The Assistant Disaster Manager will organize this effort).
- () Coordinate with the Governor's Office to identify a State Coordinating Officer (SCO) to serve as contact/liaison with the federal government in the EOC (The Programs and Recovery Unit Manager normally will be designated to take this responsibility).

5. GENERAL EMERGENCY

- () Alert the Recovery and Restoration Task Force and arrange for the completion of the Reentry Plan.
 - () Assign a state representative to a Federal Response Center (FRC), if one is activated.
- () With the concurrence of the Executive Section and recommendations from the Plans Section Supervisor, approve issuance of any Emergency Alert Service (EAS) messages to be broadcast

by the state pertaining to precautionary measures for ingestion Emergency Planning Zones (EPZs) that should be taken, if necessary.

- () In consultation with the Executive Section and recommendations from the Plans Section Supervisor, determine what federal resources, if any, should be requested and initiate the requests (e.g., radiation monitors, field labs, airplane monitors, etc.).

6. FORMULATION OF PROTECTIVE ACTION DECISIONS

Based upon the information and recommendations provided by the Plans Section Supervisor, lead the Executive Section decision making process, ensuring concurrence and understanding in all critical decisions and that the basis for all decisions is documented. Coordinate state agency response efforts during the emergency. Coordinate the decision making process as follows:

Plume Phase

- () Receive Protective Action Recommendations (PARs) from the Recovery Manager at the EOF.
- () Evaluate the PARs in consultation with the affected county(ies) and the Executive Section.
- () Provide concurrence/non-concurrence rationale with the PARs to the affected county(ies).
- () Ensure the state EOC Supervisor coordinates with the affected county EOC(s) and appropriate agencies for implementation of Protective Action Decisions (PADs).
- () Assist counties with the implementation of the PADs, including public information releases, and necessary state actions.

Ingestion Phase

- () Receive the 500 μ R and the 2 μ R dose lines from the Meteorological Unified Dose Assessment Center (MUDAC) at the EOF.
- () Issue concurrence/non-concurrence decisions with the PARs to the EOF and the county(ies) and discuss any disagreements, as needed.
- () With the affected county EOC(s), coordinate the selection of the geopolitical boundaries to define the Relocation Zone and the Food Control Area.
- () Formulate Protective Action Decisions (PADs) in consultation with the Executive Section.
- () Give the PADs to the State EOC Supervisor for coordination with the affected county EOC(s) and for implementation.
- () Ensure the Reentry Plan is prepared.
- () Authorize the affected county(ies) to initiate the initial return of residents who were previously evacuated, but whose homes are clearly located outside the affected area.
- () In consultation with the Executive Section and the affected counties, establish controlled reentry (limited entrance and exit from) the Relocation Zone taking into account the severity of the contamination, the need to reenter, the availability of dosimetry and emergency worker training, and other factors necessary to ensure minimal life safety risks to those allowed to reenter the relocation zone.

- () Monitor the implementation of the PAD's, including public information releases, and necessary state actions (e.g., responding to county requests for resources, embargo of crops or dairy products, etc.).

7. DE-ESCALATION, RECOVERY AND RESTORATION

- () When the emergency classification level is reduced or the emergency is terminated, notify the EOC Supervisor to follow the de-escalation/termination of emergency procedures in accordance with facility specific Plans and Procedures.
- () Activate the Recovery and Restoration Task Force when needed. The EOC Supervisor will ensure that notification of the Task Force members is completed, provide technical and statistical information to the Task Force, and inform the Task Force members of where to report for duty.
- () Oversee the production of a Recovery and Restoration plan by the Task Force in accordance with procedures on Recovery and Restoration.
- () Authorize the affected county(ies) to initiate additional return of residents who were previously evacuated, but whose homes now lie outside the Relocation Zone.
- () Receive a briefing from the EOC Supervisor on the status of the Food Control Area and its Food Access Control Points.
- () Initiate the long-term relocation of residents whose homes lie within the relocation zone and who were not previously evacuated.
- () In consultation with the Executive Section, discuss information dissemination methods and issue follow-up advisories for the consumption of milk, fresh fruits and vegetables, and uncovered waterⁱ within the exposure control area.
- () Confirm, through the EOC Supervisor, that the affected counties have maintained appropriate control of reentry activities into and out of the Relocation Zone.
- () Ensure that the needs of relocated individuals are addressed including making requests for short-term federal assistance pending action on claims by the appropriate nuclear insurance providers.

XI. FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Plans, Exercise, Education, and Training (PEET) Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Have the Information, Analysis and Plans (IAP) Section run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

ⁱ Protective Action Recommendations for drinking water are under development by EPA, per EPA 520, Draft, dated 1/90.

- () Consult with the EOC Supervisor, Operations Unit Manager, PEET Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Have the IAP Section run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Ensure the IAP Section conducts planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

A-2
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DISASTER MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Performs the same duties as the Assistant Director in that the Assistant Director normally delegates the actual conduct of the emergency from the State Emergency Operation Center to a designated Disaster Manager. Oversee the direction and control of the state's emergency response actions, lead the executive and policy decision making processes, and provide support to responding local jurisdictions. **Except for those items that the Assistant Director chooses to personally perform, the Assistant Director generally delegates the performance of this checklist to the designated Disaster Manager.**

OVERALL DUTIES:

- **Key decision maker:** Leads the discussion and decision making processes with the Emergency Operation Center (EOC) Executive Section. Documents the basis for and disseminates key emergency response decisions. Provides for the maintenance of a decision log documenting the basis for decisions taken during the emergency. Directs the maintenance of administrative records of EOC operations and state costs incurred during emergencies. Coordinates state emergency responses in support of local governments requiring resources and assistance during an emergency or disaster.
- **Liaison with State Government and the Governor's Office:** Serves as the primary contact for notifying the Military Department Director, other state agencies, and the Governor's Office of emergencies. Keeps appropriate state agency directors and the Governor's Office informed of the situation. Facilitates the preparation and promulgation of the Governor's emergency proclamation in coordination with all agencies at the Decision Table. Ensures coordination with other state agency officials to facilitate timely and efficient commitments of state assistance to support local government emergency responses.
- **Coordination with local and neighboring jurisdictions:** Ensures that appropriate liaison is initiated and maintained with: (1) the officials of the affected jurisdictions; (2) the neighboring state emergency management directors; and (3) the neighboring Canadian provinces, as appropriate.
- **Requests for federal assistance:** Serves as the state's primary representative, after the Governor, for requesting federal assistance through Federal Emergency Management Agency (FEMA).
- **Coordination with PIO:** In consultation with the Executive Section and the Public Information Officer, directs that the appropriate emergency public information actions be implemented using the best methods of dissemination. Approves the issuance of press releases, although the press release approval is normally delegated to the Assistant Disaster Manager.
- **Public warning and notification:** In consultation with the Executive Section, identifies the need for and approves statewide warning messages to be disseminated to the public. Approves the method of disseminating such messages, including activation of the Emergency Alert System, if necessary.

ACTION ITEMS:

- () Report to the State EOC and the Policy room. Ensure the EOC Supervisor and the Switchboard Operator is aware of your arrival and the phone extension you are located at.
- () Request a briefing of the situation from the EOC supervisor for the Executive Section.
- () If appropriate notify and maintain liaison with the Military Department AG, Governor's Office and other selected Agency Directors throughout the emergency.
- () Coordinate response activities with the Supervisor Elected Official (CEO)/Emergency Manager/County Commissioner of the affected agency(ies).
- () Ensure coordination of timely and efficient commitment of state assistance to support local government response.
- () Ensure that a record of decisions made and actions taken by the Executive Section and it's individual members are recorded and maintained.
 - () As appropriate or requested assign liaison to the affected jurisdictions, states or provinces.
- () Request the Information, Analysis, and Plans (IAP) Section Supervisor accomplish action for a Governor's Emergency Proclamation and if necessary facilitate action for a Presidential Declaration.
- () Ensure coordination with the Public Information Officer for the release of public information.
- () Designate an Assistant Disaster Manager.
- () Ensure that a State Coordinating Officer (SCO) is designated.
- () Coordinate with FEMA Region X, Regional Operations Center (ROC) requests for:
 - () Requesting a Fast Assessment Support Team (FAST).
 - () Activation of the Emergency Response Team Advanced Element (ERT-A).
 - () Designation of a Federal Coordinating Officer (FCO).
 - () Activating the Emergency Response Team (ERT).
 - () Establishing a Disaster Field Office (DFO).
 - () Designating a Defense Coordinating Officer (DCO).
- () In coordination with the Telecommunication Section Supervisor, ensure that public warning and notification has been instituted and will continue if necessary.
- () Ensure the Information, Analysis, and Plans (IAP) Section Supervisor completed a termination Proclamation for the Governor's signature at the completion of the emergency.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions in the Fixed Nuclear Facility (FNF) and US Department of Energy Plans and Procedures and confirm they have been implemented.
- () Designate the Assistant Disaster Manager to perform the Disaster Manager's functions in the event of his/her absence and during the EOC's second shift, if necessary.
- () Announce decisions to the EOC staff.
- () Keep the Governor's office informed of any changes in the situation.

2. NOTIFICATION OF AN UNUSUAL EVENT

- () Notify the Governor's Liaison (Governor's Executive Policy Assistant) of the event. (Note: The EOC is not activated at this point and all activities are handled by the Duty Officer.)

3. ALERT LEVEL

- () Report for duty at the State EOC. Check in with the Receptionist and the switch board operator at the main entrance to the EOC, inform the Duty Officer or the EOC Supervisor of your presence, and begin a record of your activities during the emergency.
- () Discuss with the Governor's Office the need to send a Governor's Office representative to the State EOC.
- () Receive a situation briefing from the EOC Supervisor on the current status of the facility experiencing the emergency, and the current status of the state EOC, the county Emergency Operations Centers (EOCs), the Emergency Operations Facility (EOF), the Joint Information Center (JIC), and key response activities that may have taken place.
- () In consultation with the Executive Section, select the Senior State Official and arrange for his/her departure to the EOF.

4. SITE AREA EMERGENCY

- () Receive a briefing from the EOC Supervisor on the current status of the automatic actions which should have taken place or are in progress.
- () Prepare a proclamation of emergency for the Governor (Note: the Assistant Disaster Manager will organize this effort) with the IAP Section Supervisor.
- () Coordinate with the Governor's Office to identify a State Coordinating Officer (SCO) to serve as contact/liaison with the federal government in the EOC. The Programs and Recovery Unit Manager normally will be designated to take this responsibility).

5. GENERAL EMERGENCY

- () Alert the Recovery and Restoration Task Force and arrange for the completion of the Reentry Plan.
- () Assign a state representative to a Federal Response Center (FRC), if one is activated.
- () With the concurrence of the Executive Section and recommendations from the IAP Section Supervisor, approve issuance of any Emergency Alert Service (EAS) messages to be broadcast by the state pertaining to precautionary measures for ingestion Emergency Planning Zones (EPZs) that should be taken, if necessary.
- () In consultation with the Executive Section and recommendations from the IAP Section Supervisor, determine what federal resources, if any, should be requested and initiate the requests (e.g., radiation monitors, field labs, airplane monitors, etc.).

6. FORMULATION OF PROTECTIVE ACTION DECISIONS

Based upon the information and recommendations provided by the Plans Section Supervisor, lead the Executive Section decision making process, ensuring concurrence and understanding in all critical decisions and that the basis for all decisions is documented. Coordinate state agency response efforts during the emergency. Coordinate the decision making process as follows:

Plume Phase

- () Receive Protective Action Recommendations (PARs) from the Recovery Manager at the EOF.
- () Evaluate the PARs in consultation with the affected county(ies) and the Executive Section.
- () Provide concurrence/non-concurrence rationale with the PARs to the affected county(ies).
- () Ensure the state EOC Supervisor coordinates with the affected county EOC(s) and appropriate agencies for implementation of Protective Action Decisions (PADs).
- () Assist counties with the implementation of the PADs, including public information releases, and necessary state actions (e.g., KI issuance, responding to county requests for resources, etc.).

Ingestion Phase

- () Receive the 500 μ R and the 2 μ R dose lines from the Meteorological Unified Dose Assessment Center (MUDAC) at the EOF.
- () Issue concurrence/non-concurrence decisions with the PARs to the EOF and the county(ies) and discuss any disagreements, as needed.

- () With the affected county EOC(s), coordinate the selection of the geopolitical boundaries to define the Relocation Zone and the Food Control Area.
- () Formulate Protective Action Decisions (PADs) in consultation with the Executive Section.
- () Give the PADs to the State EOC Supervisor for coordination with the affected county EOC(s) and for implementation.
- () Ensure that the Reentry Plan is prepared.
- () Authorize the affected county(ies) to initiate the initial return of residents who were previously evacuated, but whose homes are clearly located outside the affected area.
- () In consultation with the Executive Section and the affected counties, establish controlled reentry (limited entrance and exit from) the Relocation Zone taking into account the severity of the contamination, the need to reenter, the availability of dosimetry and emergency worker training, and other factors necessary to ensure minimal life safety risks to those allowed to reenter the relocation zone.
- () Monitor the implementation of the PAD's, including public information releases, and necessary state actions (e.g., responding to county requests for resources, embargo of crops or dairy products, etc.).

7. DE-ESCALATION, RECOVERY AND RESTORATION

- () When the emergency classification level is reduced or the emergency is terminated, notify the EOC Supervisor to follow the de-escalation/termination of emergency procedures in accordance with facility specific Plans and Procedures.
- () Activate the Recovery and Restoration Task Force when needed. The EOC Supervisor will ensure that notification of the Task Force members is completed, provide technical and statistical information to the Task Force, and inform the Task Force members of where to report for duty.
 - () Oversee the production of a Recovery and Restoration plan by the Task Force in accordance with Procedures on Recovery and Restoration.
 - () Authorize the affected county(ies) to initiate additional return of residents who were previously evacuated, but whose homes now lie outside the Relocation Zone.
- () Receive a briefing from the EOC Supervisor on the status of the Food Control Area and its Food Access Control Points.
- () Initiate the long-term relocation of residents whose homes lie within the relocation zone and who were not previously evacuated.
- () In consultation with the Executive Section, discuss information dissemination methods and issue follow-up advisories for the consumption of milk, fresh fruits and vegetables, and uncovered waterⁱⁱ within the exposure control area.

ⁱⁱ Protective Action Recommendations for drinking water are under development by EPA, per EPA 520, Draft, dated 1/90.

- () Confirm, through the EOC Supervisor, that the affected counties have maintained appropriate control of reentry activities into and out of the Relocation Zone.

- () Ensure that the needs of relocated individuals are addressed including making requests for short-term federal assistance pending action on claims by the appropriate nuclear insurance providers.

XII. FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Programs and Recovery Unit manager, Plans, Exercise, Education and Training (PEET) Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Have the Information, Analysis, and Plans (IAP) Section run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Programs and Recovery Unit Manager, PEET Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Have the IAP Section run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Ensure the IAP Section conducts planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

A-3
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ASSISTANT DISASTER MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The Assistant Disaster Manager performs as a back-up and assistant to the Disaster Manager. The Assistant Disaster Manager must be prepared to become the Disaster Manager as needed. **Except for those items that the Assistant Director chooses to personally perform, the Assistant Director generally delegates the performance of the Assistant Director's checklist to the designated Disaster Manager in order to be available to the Governor or perhaps proceed to the disaster location.**

OVERALL DUTIES:

- **Key assistant to the decision maker:** Assists the Disaster Manager in the performance of his/her duties. Documents the basis for and disseminates key emergency response decisions. Provides for the maintenance of a decision log documenting the basis for decisions taken during the emergency. Maintains administrative records of EOC operations and state costs incurred during emergencies.
- **Coordination with local and neighboring jurisdictions:** Assists the Disaster Manager to ensure that appropriate liaison is initiated and maintained with: (1) the officials of the affected jurisdictions; (2) the neighboring state emergency management directors; and (3) the neighboring Canadian provinces, as appropriate.
- **Coordination with PIO:** In consultation with the Executive Section and the Public Information Officer, directs that the appropriate emergency public information actions be implemented using the best methods of dissemination. Approves the issuance of press releases.
- **Public warning and notification:** To the extent delegated by the Disaster Manager and in consultation with the Executive Section, identifies the need for and approves statewide warning messages to be disseminated to the public. Approves the method of disseminating such messages, including activation of the Emergency Alert System (EAS), if necessary.

ACTION ITEMS:

- () Reports to the State Emergency Operations Center (EOC) and the Policy room. Ensure the Disaster Manager and the Switchboard Operator is aware of your arrival and the phone extension you are located at.
- () Assist the Disaster Manager in accomplishing his/her duties and action items.
- () Ensure logs are accomplished and retained on the incident for the Executive Section.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

ALL ACTIVITIES LISTED BEYOND THIS POINT ARE PRIMARILY DUTIES OF THE DISASTER MANAGER. IT IS THE RESPONSIBILITY OF THE ASSISTANT DISASTER MANAGER TO BACK-UP THE DISASTER MANAGER IN ALL OF HIS/HER RESPONSIBILITIES.

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions in the Fixed Nuclear Facility (FNF) and US Department of Energy Plans and Procedures and confirm they have been implemented.
- () Designate an Acting Assistant Director (normally the Disaster Manager) to perform the Assistant Director's functions in the event of his/her absence and during the EOC's second shift, if necessary.
- () Immediately announce to the EOC all classification changes and decisions made.
- () Previews all incoming correspondence to the Executive Section and alerts members to significant information.

2. NOTIFICATION OF AN UNUSUAL EVENT

- () Notify the Governor's Liaison (Governor's Executive Policy Assistant) of the event. (Note: The EOC is not activated at this point and activities are handled by the Duty Officer.)

3. ALERT LEVEL

- () Report for duty at the State EOC. Check in with the Receptionist and the switch board operator at the main entrance to the EOC, inform the Duty Officer or the EOC Supervisor of your presence, and begin a record of your activities during the emergency.
- () Discuss with the Governor's Office the need to send an additional Governor's Office representative to the State EOC.
- () Receive a situation briefing from the EOC Supervisor on the current status of the facility experiencing the emergency, and the current status of the state EOC, the county Emergency Operations Centers (EOCs), the Emergency Operations Facility (EOF), the Joint Information Center (JIC), and key response activities that may have taken place.
- () In consultation with the Executive Section, select the Senior State Official and arrange for his/her departure to the EOF.

4. SITE AREA EMERGENCY

- () Receive a briefing from the EOC Supervisor on the current status of the automatic actions which should have taken place or are in progress.
- () In coordination with the Information, Analysis, and Plans (IAP) Section Supervisor, prepare a proclamation of emergency for the Governor.
- () Coordinate with the Governor's Office to identify a State Coordinating Officer (SCO) to serve as contact/liaison with the federal government in the EOC

5. GENERAL EMERGENCY

- () Alert the Recovery and Restoration Task Force and arrange for the completion of the Reentry Plan.
- () Assign a state representative to a Federal Response Center (FRC), if one is activated.
- () With the concurrence of the Executive Section and recommendations from the IAP Section Supervisor, approve issuance of any Emergency Alert Service (EAS) messages to be broadcast by the state pertaining to precautionary measures for ingestion Emergency Planning Zones (EPZs) that should be taken, if necessary.
- () In consultation with the Executive Section and recommendations from the IAP Section Supervisor, determine what federal resources, if any, should be requested and initiate the requests (e.g., radiation monitors, field labs, airplane monitors, etc.).

6. FORMULATION OF PROTECTIVE ACTION DECISIONS

Based upon the information and recommendations provided by the IAP Section Supervisor, lead the Executive Section decision making process, ensuring concurrence and understanding in all critical decisions and that the basis for all decisions is documented. Coordinate state agency response efforts during the emergency. Coordinate the decision making process as follows:

Plume Phase

- () Receive Protective Action Recommendations (PARs) from the Recovery Manager at the EOF.
- () Evaluate the PARs in consultation with the affected county(ies) and the Executive Section.

- () Provide concurrence/non-concurrence rationale with the PARs to the affected county(ies).
- () Ensure the state EOC Supervisor coordinates with the affected county EOC(s) and appropriate agencies for implementation of pads.
- () Assist counties with the implementation of the PADS, including public information releases, and necessary state actions.

Ingestion Phase

- () Receive the 500 μ R and the 2 μ R dose lines from the Meteorological Unified Dose Assessment Center (MUDAC) at the EOF.
- () Issue concurrence/non-concurrence decisions with the PARs to the EOF and the county(ies) and discuss any disagreements, as needed.
- () With the affected county EOC(s), coordinate the selection of the geopolitical boundaries to define the Relocation Zone and the Food Control Area.
- () Formulate Protective Action Decisions (PADS) in consultation with the Executive Section.
- () Give the PADS to the State EOC Supervisor for coordination with the affected county EOC(s) and for implementation.
- () Authorize the affected county(ies) to initiate the initial return of residents who were previously evacuated, but whose homes are clearly located outside the affected area.
- () In consultation with the Executive Section and the affected counties, establish controlled reentry (limited entrance and exit from) the Relocation Zone taking into account the severity of the contamination, the need to reenter, the availability of dosimetry and emergency worker training, and other factors necessary to ensure minimal life safety risks to those allowed to reenter the relocation zone.
- () Monitor the implementation of the PAD's, and approve public information releases, and necessary state actions (e.g., responding to county requests for resources, embargo of crops or dairy products, etc.).

7. DE-ESCALATION, RECOVERY AND RESTORATION

- () When the emergency classification level is reduced or the emergency is terminated, notify the EOC Supervisor to follow the de-escalation/termination of emergency procedures in accordance with facility specific Plans and Procedures.
- () Prepare the Reentry Plan. Activate the Recovery and Restoration Task Force when needed. The EOC Supervisor will ensure that notification of the Task Force members is completed, provide technical and statistical information to the Task Force, and inform the Task Force members of where to report for duty.
- () Oversee the production of a Recovery and Restoration plan by the Task Force in accordance with Procedure 10.12, Recovery and Restoration.
- () Authorize the affected county(ies) to initiate additional return of residents who were previously evacuated, but whose homes now lie outside the Relocation Zone.

- () Receive a briefing from the EOC Supervisor on the status of the Food Control Area and its Food Access Control Points.
- () Initiate the long-term relocation of residents whose homes lie within the relocation zone and who were not previously evacuated.
- () In consultation with the Executive Section, discuss information dissemination methods and issue follow-up advisories for the consumption of milk, fresh fruits and vegetables, and uncovered waterⁱⁱⁱ within the exposure control area.
- () Confirm, through the EOC Supervisor, that the affected counties have maintained appropriate control of reentry activities into and out of the Relocation Zone.
- () Ensure that the needs of relocated individuals are addressed including making requests for short-term federal assistance pending action on claims by the appropriate nuclear insurance providers.

XIII. FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Have the IAP Section run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Have the IAP Section run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.

ⁱⁱⁱ Protective Action Recommendations for drinking water are under development by EPA, per EPA 520, Draft, dated 1/90.

- () Ensure the IAP Section conducts planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

A-4
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **AA TO EXECUTIVE SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the Executive Section.

- Provides typing and computer operator support
- Operates the Policy Room Audio/Visual System.
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the Executive Section
- Maintains telephone tracking when section staff are too busy to take calls.

ACTION ITEMS:

- () Report to the State EOC and the Disaster Manager. Sign in with the Administration Section and provide switchboard your extension number.
- () Ensure that the Executive Section's EOC "checklists" with paper and pencils are laid in position on the executive room table.
- () Maintain a "log" of significant events.
- () Periodically ensure a supply of support items (pens, pencils, staplers, tablets, etc.) is immediately available in the room. Replacements are in the copy room.
- () Ensure that only erasable markers are used on maps and electronic print boards.
- () Report any facility problems with heating, air-conditioning or electronic print board to the "Facility Management Section" supervisor and any of the Audio/Visual, computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation clean and secure the area (files saved, checklist in cabinet etc.)

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WASHINGTON STATE

XIV. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **EMERGENCY OPERATION CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the general Emergency Operation Center (EOC) activity to ensure appropriate response to an event. Ensure that necessary EOC functions are properly delegated, coordination between EOC sections is maintained and that all personnel are kept apprised of the current situation.

OVERALL DUTIES:

- Ensure that the EOC sections coordinate their efforts and provide support for one another.
- Keep the Communications Supervisor apprised of the EOC's communications needs based on EOC activity levels and the projected, as well as current, emergency situation.
- Provide input to the Washington Emergency Information Center (WEIC)/Public Information Officer (PIO) about EOC/state activities.
- Ensure timely responses or actions to critical messages and requests for information or assistance.
- Coordinate with the Administration Section Supervisor to ensure that adequate EOC staffing and resources are available for current and projected emergency response needs.
- Be prepared to assist any untrained personnel.

ACTION ITEMS:

- () Oversee activation of the EOC, as assisted by the Duty Officer and SOP G-6 (personnel recall and EOC staffing).
- () Report to the EMD Assistant Director and the Disaster Manager when the EOC is "Activated".
- () Report to the EMD Assistant Director and Disaster Manager when EOC is "Functional".
- () Delegate appropriate tasks to the section Supervisors. Ensure that the appropriate section Supervisors are taking actions on the details of the EOC operations, and that the Executive Section **is not** burdened with the details of the EOC operations.
- () Conduct functional briefings or updates approximately every 60 minutes, or as necessary.
 - () Delegate the Assistant EOC Supervisor to prepare, a chronological shift change briefing. The shift change schedule and chronological briefings will be coordinated with all Section Supervisors, the Disaster Manager, and other agencies operating in support of the emergency response.

- () If untrained personnel are sent to the EOC to assist, be prepared to make assignments based on general job experience, capabilities, work background, and provide on-the-job training under supervision, or place them in a staging area until a need arises. Work with the Section Supervisors in arranging the necessary training and assignments.
- () Maintain an individual log of EOC activities.
- () Dispatch liaisons to affected jurisdictions.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review automatic actions to ensure they are accomplished.
- () Keep the EOC staff informed of major actions (e.g., changes in the classification of the emergency, activation of local EOCs, local declaration of emergency, etc.) and ensure that the various EOC sections post their status board and maps as soon as new information is received.
 - () Keep the affected county EOC(s), state EOC personnel and the Communications Supervisor apprised of changes in emergency classification levels. Ensure that changes in the emergency classification levels are posted to the appropriate status boards and announced to the EOC immediately.
- () Activities at Notification of an Unusual Event are handled by the Duty Officer.

2. ALERT LEVEL

- () Announce the classification change to the EOC and ensure that the appropriate status boards are updated.
- () Log the time and date of the classification change on:
 - a. your Individual log;
 - b. and ensure that the Light Scrolling Panel is updated.
- () Ensure that the Operations Section Supervisor initiates a NAWAS message for the classification change.

3. SITE AREA EMERGENCY

- () Announce the classification change to the EOC and ensure that the appropriate status boards or computer displays are updated.
- () Log the time and date of the classification change on:
 - a. your Individual log;
 - b. and ensure that the Light Scrolling Panel is updated.

- () Ensure that the Operations Section Supervisor initiates a NAWAS message for the classification change.
- () Assist the Disaster Manager and the WEIC Manager in preparing the Governor's Proclamation of Emergency for approval.
- () Direct the EOC Assistant Supervisor to prepare and give EOC briefings in coordination with the Executive Section and other agencies responding to the emergency.

4. GENERAL EMERGENCY

- () Announce the classification change to the EOC and ensure that the appropriate status boards and computer displays are updated.
- () Log the time and date of the classification change on:
 - a. your Individual log;
 - b. and ensure that the Light Scrolling Panel is updated.
- () Ensure that the Operations Section Supervisor initiates a NAWAS message for the classification change.
- () Direct the EOC Assistant Supervisor to prepare and give EOC briefings in coordination the Executive Section and other agencies responding to the emergency.
- () Assist with preparation of the Reentry Plan. Coordinate with the EOC Section Supervisors to identify the initial emergency issues for consideration by the Recovery and Restoration Task Force (R/RTF) (e.g., who goes in, who stays out, etc.).

5. DE-ESCALATION, RECOVERY AND RESTORATION

- () Assist the Disaster Manager in notifying the Recovery and Restoration Task Force to be available as needed. In coordination with the Administration Section Supervisor, determine the meeting time and location, and advise the Task Force members of this information.
- () Assist in the preparation of the Recovery and Restoration plans.
- () Ensure that the EOC staff supports the Reentry and Recovery and Restoration planning process.
- () Arrange for final documentation of actions taken by the EOC during the emergency, the collection and filing of reports, and the debriefings of the EOC staff.

XV. FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Coordinate with the Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and the Assistant Director to decide upon an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Support the Plans Section in their effort to run the most likely sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Coordinate with the Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and the Assistant Director to decide upon an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Support the IAP Section in their effort to run the most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Support the Plans Section planning effort to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

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WASHINGTON STATE

XVI. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **ASSISTANT EMERGENCY OPERATION CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for assisting the Emergency Operation Center (EOC) Supervisor with overseeing the general Operation activity to ensure an appropriate response to an event. Ensure that necessary EOC functions are properly delegated, coordination between EOC sections is maintained, and that all personnel are kept apprised of the current situation.

OVERALL DUTIES:

Assist the Operation Supervisor with:

- Overseeing the activation of the EOC, in accordance with the Operation Activation Checklist.
- Ensure that all EOC sections maintain coordination of their efforts and frequently inform the EOC Supervisor of the actions being taken by members of their sections.
- Keep the Communications Supervisor apprised of communications needs based on the Operation current or anticipated activity level.
- Delegate tasks to the appropriate section Supervisors, record such delegation, and follow up on each task to ensure that they are completed.
- Periodically update the EOC staff and the executive section. Ensure that the various status boards, Audio/Visual Displays, and maps are updated as new information is received or changes of status occur. Major occurrences, such as a change to an Fixed Nuclear Facility (FNF) classification condition (i.e. from Alert to Site Area Emergency) will be posted and announced to all EOC and Executive Section Staff as they are reported.
- Provide input to Washington Emergency Information Center (WEIC)/Public Information Officer (PIO) about EOC/state activities.
- Maintain an individual log of EOC activities.

- Ensure that timely responses or actions to critical messages and requests for information or assistance are accomplished. Report all such actions to the EOC Supervisor and ensure that the appropriate status boards and/or maps and Audio/Visual Displays are updated. When appropriate, and in the absence of the EOC Supervisor, inform the Executive Section of major actions taken or critical messages received.
- Work with the Administration Section Supervisor to ensure that adequate resources are available, as needed.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the Receptionist and the switch board operator at the main entrance to the EOC.

IN ADDITION TO GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

Be prepared to assume the duties of the EOC Supervisor in his/her absence and assist the EOC Supervisor with the following duties, as needed:

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are accomplished.
- () For Notification of Unusual Events, activities are handled by the Emergency Management Division Duty Officer.

2. ALERT LEVEL

- () Announce classification changes to EOC and ensure that the appropriate status boards are changed immediately.
- () Log time and date of classification change on:
 - a. Individual log
 - b. emergency classification chart

3. SITE AREA EMERGENCY

- () Announce classification changes to Executive Section and EOC staff immediately.
- () Immediately log the time and date of a classification change on:
 - a. your individual log;
 - b. emergency classification chart.
- () Prepare EOC briefings at the direction of the EOC Supervisor.
- () In the absence of the EOC Supervisor, assist the EMD Assistant Disaster Manager, the WEIC Manager, and the IAP Section in preparing the Governor's Proclamation of Emergency for approval.

4. GENERAL EMERGENCY

- () Announce the classification changes to EOC and Executive Section Staff immediately.

- () Immediately log the time and date of the classification change on:
 - a. your Individual log;
 - b. Emergency Classification Chart.
- () Prepare EOC briefings at the direction of the EOC Supervisor.
- () Assist the Disaster Manager in notifying the Recovery/Restoration Task Force to be available. Determine the meeting time and location.
- () Work with the EOC section Supervisors to identify initial emergency issues for consideration by the Recovery/Restoration Task Force (R/RTF) (e.g., who goes in, who stays out, etc.).

XVII. DE-ESCALATION, REENTRY AND RECOVERY/RESTORATION

- () Assist in preparation of the Reentry plan.
- () Ensure that the EOC staff supports the Reentry plan and the Recovery/Restoration planning effort.
- () Arrange for final documentation of the emergency, submission of reports, and debriefings.

XVIII.

XIX. FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Standby while the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Program and Recovery Unit Manager, and the Assistant Director decide upon an appropriate level of Operation activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Support the IAP Section in their effort to run the most likely sample scenarios based upon available meteorological data.
- () Immediately log the time and date of a classification change on:
 - a. your individual log;
 - b. emergency classification chart

3. POST ONLY EMERGENCY

- () Standby while the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager, and the Assistant Director decide upon an appropriate level of Operation activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Support the IAP Section in their effort to run the most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

- () Immediately log the time and date of a classification change on :
 - a. your individual log
 - b. emergency classification chart

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Support the IAP Section planning effort to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.
- () Immediately log the time and date of a classification change on:
 - a. your log sheet
 - b. emergency classification chart

A-7
WASHINGTON STATE
CHECKLIST

XX. EMERGENCY OPERATION CENTER

POSITION: **STATE REPRESENTATIVE TO THE AFFECTED JURISDICTION(S)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving as the on-site representative from the Emergency Management Division at the affected jurisdiction(s). Responsible for one or more of the following:

- Supporting the local officials or the local emergency management director, as requested or needed by the local jurisdiction, including facilitating supplemental resources or assistance from the state Emergency Operation Center (EOC).
- Serving as the "eyes and ears" of the state, gathering information, and situation status reports and relaying this information to the state EOC.
- Providing field or command post support to the lead state response agency when another state agency has primary responsibility (e.g., Department of Ecology for oil spills, Department of Natural Resources for wildfires).

ACTION ITEMS:

Prior to leaving the state EOC:

- () Coordinate with the Operations Section Supervisor to arrange for transportation, lodging, and meals, as needed.
- () Obtain a thorough briefing from the EOC Supervisor, including which of the above roles you are being asked to fulfill (see General Description, above), the current status of the event, who is in charge at the local jurisdiction or EOC or Field Command Post to which you are assigned, and who to report to.
- () Check out one of the fly-a-way kits from the Duty Officer. Review the inventory list in the kit against its' contents to ensure that all necessary items are included.
- () Complete or obtain copies of necessary paperwork that may not be in the fly-a-way kit, such as time sheets, travel expense vouchers, or credit cards for rental cars, gas, meals and lodging. Request copies of the incident logs to familiarize yourself with the event in progress.

- () Work with the EOC Supervisor to determine anticipated length of stay (according to the staffing pattern). Work with your supervisor regarding any assignments that need to be given to another person for follow up while you are gone, needs of family members and others, method and times for calling into the state EOC, and other support you will need (staffing, supplies, equipment, money, etc.).
- () Assess needs for personal items: ID badge, calendar, cash, credit cards, regular work that can be done during "slow" times, warm and protective clothing (e.g., boots, rain slicker, hard hat, sleeping bag, survival gear, pager, etc.)

Upon Arrival:

- () Report to pre-designated location (i.e., the county EOC, field Incident Command Post). Report your arrival to whomever is in charge, the local emergency management director and the State EOC Supervisor.
- () If applicable, obtain briefing from EMD staff person you are replacing or relieving.
- () Set up and maintain an individual log of activities and/or actions taken during the emergency.
- () In coordination with the local emergency management director or incident commander, establish the respective roles of the local jurisdiction, state and federal staff represented in the EOC or command post and their relationship to each other.
- () Determine if there is a schedule for briefings and their purpose. If a daily briefing is not scheduled, encourage the local emergency management director or incident commander to include at least one in the schedule of events. Attend all scheduled briefings.
- () Observe and determine if the following have been established. If they have not been, make an assessment as to whether or not they are necessary. Should you determine that they have not been established and it is important to do so, offer your assistance to the local emergency management director or incident commander to make it happen.
 - () Security system for command post/Joint Information Center (JIC)/local emergency Operations Center (EOC)
 - () Communications systems (phones, radios, etc.) for communications between field staff and between field staff and other agencies (request assistance through the state EOC from Communications staff).
 - () Central message board
 - () Key telephone number listing board
 - () Area for privileged communications
 - () Safety measures, such as secure landing area for aircraft, and

mitigation/prevention of other safety hazards. Consider designating someone to act as safety officer.

- () Need for legislative liaison and other VIP's
- () System for keeping track of all state-owned equipment and ensuring its return following termination of the event.
 - () Establish, in coordination with the state EOC Supervisor and the IAP Section Supervisor, a regular schedule for exchanging information between you and the state EOC.
 - () Observe the local jurisdiction, state, and federal staff activities. When deficiencies are noted, assist the responsible individual to make the necessary changes.

Prior to Departure from the County EOC or Command Post:

- () Inventory the fly-a-way kit. Ensure that all equipment is accounted for.
- () Notify local EOC manager or supervisor prior to your departure.
- () Notify the state EOC or the Assistant Director of your departure.
- () If applicable, brief the EMD staff person who is replacing or relieving you.

Upon Return to the State EOC:

- () Refuel the agency vehicle, if one was used.
 - () Check in with the state EOC Supervisor to notify him of your return and brief the EOC Supervisor on your activities at the county EOC or command post.
- () Check in the fly-a-way kit after replenishing any supplies that were used.
 - () Turn any necessary administrative paperwork in to the Administration Section Supervisor or EOC Supervisor.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

ALL HAZARDS

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.
- () Update the state EOC and Executive Section Staff on the status of:
 - () Evacuation
 - () Assistance Centers/Sheltering
 - () Agriculture activities

- () Need for resources or assistance
- () Emergency Alert System (EAS) messages
- () Monitor plume county EAS messages (for radiological or chemical hazards) from the local EOC and confirm their adherence to written/intended content with the state EOC.
 - a. Obtain a hard copy of all EAS message(s) before they are broadcast, if possible.
 - b. Obtain a tone-activated radio from the plume county EOC (CGS) or monitor the EAS messages over a portable (battery) radio.
 - c. Ensure that agricultural information (if needed) is included in the EAS message(s).
 - d. Monitor and if possible tape record all EAS message(s).
 - e. Call the state EOC Operations Section Supervisor immediately after monitoring EAS broadcasts and brief him/her on its accuracy.
 - f. Send a hard copy to the state EOC Operations Section Supervisor via FAX or email.
 - g. Have the county EOC correct the local EAS message(s) if their content is incorrect, and broadcast the message again.
- () Monitor EAS messages for all disaster situations. Assist the local jurisdictions by providing accurate emergency information and keep the state EOC informed of local jurisdiction activities.

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WASHINGTON STATE

XXI. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **STATE LIAISON TO OTHER STATES/PROVINCES**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving as the on-site representative from the State of Washington at the affected State or Province. Responsible for one or more of the following:

- Serving primarily as the "eyes and ears" for the state of Washington, gathering information, and situation status reports and relaying this information to the state Emergency Operation Center (EOC).
- Supporting the officials, as requested or needed by the jurisdiction, including facilitating supplemental resources from the state of Washington coordinated through the Washington State Emergency Operations Center.

ACTION ITEMS:

Prior to leaving the state EOC:

- () Coordinate with the Operations Section Supervisor to arrange for transportation and lodging, as needed.
- () Obtain a thorough briefing from the Disaster Manager or the EOC Supervisor, including which of the above roles you are being asked to fulfill (see General Description, above), the current status of the event, who is in charge at the or EOC or Incident Command Post to which you are assigned, and who to report to.
- () Check out one of the fly-a-way kits located in the Duty Room of the EOC. Review the inventory list in the kit against its' contents to ensure that all necessary items are included.
- () Complete or obtain copies of necessary paperwork that may not be in the fly-a-way kit, such as time sheets, travel expense vouchers, or credit cards for rental cars, gas, meals and lodging. Request copies of the incident logs and/or maps to familiarize yourself with the event in progress.
- () Work with the EOC Supervisor to determine anticipated length of stay (according to the staffing pattern). Work with your Supervisor regarding any needs of family members and others, method and times for calling into the state EOC, and other support you will need (staffing, supplies, equipment, money, etc.).
- () Assess needs for personal items: ID badge, calendar, cash, credit cards, warm and protective clothing (e.g., boots, rain slicker, hard hat, sleeping bag, survival gear, pager, etc.)

Upon Arrival:

- () Report to pre-designated location (i.e., the State or Province EOC or Incident Command Post). Report your arrival to whomever is in charge.
 - () If applicable, obtain briefing from person you are replacing or relieving.
 - () Set up and maintain an individual log of activities and/or actions taken

during the emergency.

() In coordination with the Emergency Management Director or Incident Commander, establish the respective roles of the local jurisdiction, state and federal staff represented in the EOC or Incident Command Post and their relationship to each other.

() Determine if there is a schedule for briefings and their purpose. If a daily briefing is not scheduled, encourage the Emergency Management Director or Incident Commander to include at least one in the schedule of events. Attend all scheduled briefings.

() Observe and determine if the following have been established. If they have not been, make an assessment as to whether or not they are necessary. Should you determine that they have not been established and it is important to do so, offer your assistance to the Emergency Management Director or Incident Commander to make it happen.

- a. Security system for command post/Joint Information Center (JIC)/local Emergency Operations Center (EOC)
- b. Communications systems (phones, radios, etc.) for communications between field staff, and between field staff and other agencies (request assistance through the state EOC from Communications Section Supervisor).
- c. Central message board
- d. Key telephone number listing board
- e. Area for privileged communications
- f. Safety measures, such as secure landing area for aircraft, and mitigation/prevention of other safety hazards. Consider designating someone to act as safety officer.
- g. Need for legislative liaison and other VIP's
- h. System for keeping track of all state-owned equipment and ensuring its return following termination of the event.

() Establish, in coordination with the Washington state EOC Supervisor and IAP Section Supervisor, a regular schedule for exchanging information between you and the state EOC.

() Observe the local jurisdiction, state, and federal staff activities. When deficiencies are noted, assist the responsible individual to make the necessary changes.

Prior to Departure from the state/province EOC or Command Post:

- () Inventory the fly-a-way kit. Ensure that all equipment is accounted for.
- () Notify Local EOC manager or supervisor prior to your departure.
- () Notify the Washington state EOC Supervisor or the Disaster Manager of your departure.
- () If applicable, brief the person who is replacing or relieving you.

Upon Return to the Washington State EOC:

- () Refuel the agency vehicle, if one was used.
- () Check in with the state EOC to notify them of your return, and brief the Disaster Manager and the EOC Supervisor on your activities at the EOC/EOC or command post.
- () Check in the fly-a-way kit after replenishing any supplies that were used.
- () Turn any necessary administrative paperwork in to the Disaster Manager or EOC Supervisor.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

XXII. ALL HAZARDS

ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.
- () Update the state EOC on the status of:
 - () Evacuation
 - () Assistance Centers/Sheltering
 - () Agriculture activities
 - () Need for resources or assistance
 - () Emergency Alert System messages
- () If possible monitor EAS messages from the state/province EOC/EOC.
 - a. Obtain a hard copy of all EAS message(s) before they are broadcast, if possible.
 - b. Monitor and tape record if possible or acquire a tape of all EAS message(s).
 - c. Send a hard copy to the state EOC Operations Section Supervisor via FAX or email, if possible.
- () Monitor EAS messages for all disaster situations. Assist the state/province with providing accurate emergency information and keeping the Washington state EOC informed of their activities.

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WASHINGTON STATE

XXIII. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **GOVERNOR OR GOVERNOR'S REPRESENTATIVE**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving with the Executive Section as the EOC representative from the Governor's Office:

OVERALL DUTIES:

- Provides direction and control of all state activities in response to the effects of a disaster. (RCW 38.52 and 43.06).
- Ensure that the Emergency Public Information Officer (EPIO) is notified and that the function is operational. This position is normally filled by the Governor's Communications Director.
- Ensures that a Senior State Liaison Officer (SLO) is designated to work in neighboring states or provinces EOC's or in the case an Fixed Nuclear Facility (FNF) emergency at Washington Nuclear Plant 2 (CGS) Emergency Operations Facility (EOF) with the Nuclear Regulatory Commission (NRC) response team in the EOF.
- Serves as the Governor's representative on the Reentry and Restoration Task Force (if established).

ACTION ITEMS:

- () Report to the State EOC and the Disaster Manager. Check in with the Administration Section Supervisor in the EOC.
- () Obtain a thorough briefing from the Disaster Manager or the EOC Supervisor.
- () Ensure that the Governor's Communications Director has been notified and is working as the EPIO in concert with the Emergency Management Division's Public Information Officer (PIO).
- () Ensure that a SLO is designated to work in neighboring States' or Provinces' EOCs or at the CGS EOF.

- () Work with the Assistant Director, Emergency Management Division (EMD) and/or Disaster Manager to:
 - A. Ensure other state agencies' support.
 - B. Ensure a Proclamation of Emergency is formulated and signed.
 - C. Ensure that the Governor is apprised of the situation.
 - D. Ensure support for a Presidential Declaration if feasible.
 - E. Ensure Office of Financial Management (OFM) fiscal support to the disaster to include recovery/restoration.
- () Serve as the Governor's Representative on the Recovery and Restoration Task Force (if established).
- () Ensure your relief is designated for sustained/extended response.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **AA TO EOC SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the EOC Supervisor

OVERALL DUTIES:

- Provides typing and computer operator support
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the EOC Supervisor and Assistant EOC Supervisor.
- Maintains telephone tracking when the EOC Supervisor or the Assistant EOC Supervisor are to busy to take calls.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with Administration Section Supervisor in the EOC and "sign in".
- () Maintain a "EOC log" of events.
- () Maintain a "Telephone Log" for unanswered calls.
- () Periodically ensure a supply of support items (pens, pencils, staplers, tablets, etc.) is immediately available at the Supervisor's position. Replacements are in the supply room.
 - () Ensure that only erasable markers are used on maps and electronic print boards.
- () Report any facility problems with heating, air-conditioning or electronic print board to the "Facility Management Section" supervisor and any computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation clean and secure area (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **STATE LIAISON TO U.S. DOE-RL EMERGENCY OPERATION CENTER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving as the on-site representative from the State of Washington at U.S. Department of Energy - Richland (US DOE-RL) Emergency Operations Center (EOC).

OVERALL DUTIES:

- Serving primarily as the "eyes and ears" for the state of Washington, gather information and relaying this information to the state EOC.
- Serving as an immediate contact for local county decision makers and/or state liaisons at the county EOCs.
- Providing support to DOE decision makers on information about state and county activities.

ACTION ITEMS:

Prior to leaving the state EOC:

- () Obtain a thorough briefing from the EOC Supervisor or Assistant Director.
 - () Coordinate with the Operations Section to arrange for transportation, lodging, and meals, as needed.
- () Determine what portions of the flyaway kit you will need and pick up from the Duty Officer.

Arrival and subsequent activity:

- () Report to the Federal Building, 825 Jadwin Avenue, Richland.
- () Sign in at the Security desk in the main lobby.
- () Report to the Lobby Receptionist to sign in for an access badge. You must have a sponsor from DOE or one of its contractors and picture identification.
- () Notify the DOE Emergency Manager in the EOC of your arrival and if possible receive an update on the basis of the emergency and associated response activities.
- () Establish an individual log.
- () Establish contact with the state EOC and receive an update on current state activities and provide an update to them on DOE's activities.
- () Establish contact with all appropriate county EOCs (state liaisons or local directors/executives and get an update on current local activities.

- () Notify the state Assistant EOC Supervisor and the state liaisons or local directors in the affected local counties when the DOE EOC is functional/activated.
- () Report any significant DOE EOC activities, decisions, discussions or briefing items to the state EOC.
- () Periodically contact the state Assistant EOC Supervisor and IAP Section to get updates on current state activities.
- () Periodically contact each county EOC state liaison or local director to get an update on current local activities.
- () Provide periodic situation updates on state and local activities to the DOE Emergency Manager and event tracker/logger.

Prior to Departure from the U.S. DOE-RL EOC:

- () Notify the DOE Emergency Manager prior to your departure.
- () Contact the state EOC and notify the EOC Supervisor or the Emergency Management Assistant Director or the Disaster Manager of your departure.
- () Contact the affected local EOC and notify the Director or state liaison of your departure.
- () If you had the flyaway kit, ensure you retrieve it.

Upon Return to the State EOC:

- () Check in with the state EOC to notify them of your return, and brief the EOC Supervisor on your activities at the U.S. DOE-RL EOC.
- () Check in with the Administrative Section Supervisor to complete necessary travel and pay records.
- () Ensure that any logs/paper for record is made a part of the retained data for the mission.
- () Return flyaway kit to the Duty Officer and ensure used/broken items are replaced and an inventory completed.
- () Print log and provide a copy to the Assistant EOC Supervisor and Administration Section Supervisor.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **TELECOMMUNICATIONS SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for ensuring that all telecommunications needs to serve the EOC operations are functioning properly. Ensure that all alert and warning procedures are followed and that all equipment is operational. Provide recommended solutions concerning telecommunications needs or problems to the EOC Supervisor.

OVERALL DUTIES:

- Ensure all systems are monitored that may be necessary for the incident in progress.
- Provide resource advice on communications needs statewide, as necessary.
- Ensure communications and warning actions are carried out in accordance with the appropriate directives.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the Administration Section Supervisor in the EOC. Begin an individual log of actions taken during the emergency.
- () Check on warning messages received or to be sent. Ensure that the appropriate actions have been taken and recorded.
- () Ensure NAWAS and ACCESS terminals are functional and that all alert notification or warning messages have been sent, as appropriate, including possible EAS activation.
- () Ensure telephone and 2-way radio systems are operational and functional.
- () Advise the EOC Supervisor of the status of all communications needs and capabilities, including staffing needed for current and extended operations.
- () Ensure that appropriate logs and records are properly maintained by the appropriate communications operators.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR FIXED NUCLEAR/CSEPP FACILITIES EVENTS

ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure that they are carried out.
- () Ensure that crash phones, select dial phones, satellite phones, and dedicated fax machines are functional and assist EOC staff on their use.

- () Ensure that NAWAS and ACCESS messages are prepared and procedures are followed as classification levels change.

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WASHINGTON STATE
CHECKLIST

XXIV. EMERGENCY OPERATION CENTER

POSITION: **TELECOMMUNICATIONS COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible to the Telecommunications Supervisor for the operation of the Duty Room and its' associated equipment in support of the EOC activation in the absence of assigned communications operators. Assist the Communications Supervisor in identifying telecommunications needs and resolving telecommunications issues which occur as a result of an emergency/disaster.

OVERALL DUTIES:

- Assist the Communications Supervisor in setting up administrative and dedicated telephones, as required.
- Refer to the Communications Operating Instruction Manual (yellow binder), as necessary, for specific instructions on operating the equipment in the communications room.
- Operate specific radio systems, as necessary.
- Monitor all systems that may be appropriate for, and in use during, the incident in progress.

ACTION ITEMS:

- () Report to the State EOC check in with the:
 - A. Duty Officer.
 - B. Telecommunications Supervisor.
 - C. Administration Section Supervisor in the EOC.
- () Begin operation of NAWAS and 2-way radio systems, as directed by the Communications Supervisor. Ensures operators have proper message forms/station logs, ensures equipment is operational/functional, and ensures RACES room is functional.
- () Reports problems/status of communication links to the Communications Supervisor.
- () As directed, receive and disseminate warning information, in accordance with the appropriate warning procedures.
- () Record and log all actions on the appropriate log sheets.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR FIXED NUCLEAR/CSEPP FACILITIES EVENTS

ALL CLASSIFICATION LEVELS

- () Test and maintain operational status of the crash phones, select dial phones, satellite phones, and dedicated fax machines.
- () As directed, ensure that NAWAS and ACCESS messages are prepared and procedures are followed as classification levels change.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **RADIO OPERATORS**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for transmitting and receiving messages through the radio systems of the division.

ACTION ITEMS:

- () Report to the state EOC and Communications Supervisor.
 - () Establish station logs, incoming and outgoing, for assigned radio station. Operate equipment in accordance with operating instructions and procedures. Note: RACES radio operators use appropriate ARRL/ARES log forms/procedures.

For Incoming Messages

- () When receiving traffic, copy message verbatim on the General Message Form.
- () If not clear, read back to ensure accuracy.
- () On message form, indicate time of receipt (TOR) and initials.
- () On incoming station log, log the TOR, date, and your initials.
- () Provide message to the Message Center for logging.

For Outgoing Messages

- () Be sure message is legible and readable.
- () After transmitting message, indicate on the message the time of transmit (TOT) and your initials.
- () On the outgoing station log, log the TOT, date, and your initials.
- () Return message to the Message Center for logging.
- () Use "plain talk" at all times when transmitting/receiving traffic.

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WASHINGTON STATE
CHECKLIST

XXV. EMERGENCY OPERATION CENTER

POSITION: **MESSAGE CENTER OPERATOR (S)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Primary responsibility for transmitting and receiving facsimile messages through the machines located in the Message Center.

Secondary responsibility for making copies of messages or other documents and distributing messages as needed.

ACTION ITEMS:

- () Report to the state EOC and Message Center Supervisor. Check in with the Receptionist and Switchboard Operator at the main entrance to the EOC.
- () Establish station logs (use Message Control Log, DA Form 5651) for each facsimile machine.
Incoming logs for the Sharp and WNP 2 machines.
Outgoing logs for the Ricoh and WNP 2 machines.
- () Operate the following facsimile machines
 - () RECEIVE ONLY fax machine: Sharp FO-4850
 - () TRANSMIT ONLY fax machines: 2- Ricoh Fax 4000I
 - () WNP 2 dedicated fax machine: Sharp FO-2850
- () Ensure facsimile machines are operational and that adequate amounts of paper are loaded for the printing of messages.

For Incoming Messages (Sharp)

- () On the message, indicate the time of receipt (TOR) and your initials.
- () On the incoming station log, log each message in sequential order noting the TOR, date, and your initials.
- () Provide message to the Message Center clerk.
- () After message has been logged, make one copy for the message center file and place the original in the distribution box of the designated action agency/staff.

For Outgoing Messages (Ricoch)

- () Send message in accordance with operating instructions provided in the message center. Always place messages into the "MEMORY" of the fax

machine.

- () After message has been transmitted, retain the transmit report (indicates message "OK" and a portion of the header sheet). Indicate time of transmit (TOT) and your initials.
- () On the outgoing log, log each message in sequential order noting the time of transmit (TOT), date, and your initials.
- () Provide the transmit report and original message to the Message Clerk.
- () After message has been logged, make one copy for the message center file and place the original in the distribution box of the agency/staff which prepared the message.

For Incoming/Outgoing Messages (WNP 2 – Sharp FO-2850 machine)

- () On the separate in and out station logs, log each message in sequential order noting the TOR or TOT, date and your initials.
- () On each message, indicate the TOR or TOT and your initials.
- () Provide the message to the Message Clerk.

Other Duties:

- () Be prepared to deliver messages to EOC personnel, as needed.

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WASHINGTON STATE
CHECKLIST

XXVI. EMERGENCY OPERATION CENTER

POSITION: **MESSAGE CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Manage message center operations and supervise the Message Clerk, facsimile operators, Copy Machine Operator, and runners. Ensure messages being received/transmitted are logged and distributed to the State EOC staff in a timely manner. Perform duties as a message runner as needed.

OVERALL DUTIES:

- Supervise the Message Clerk, fax operators, copier, and runners.
- Supervise the distribution of messages that are routed within the EOC. Ensure routing is determined by Assistant EOC Supervisor.
- During Exercises provide the Evaluator with a list of messages upon request.

ACTION ITEMS:

- () Report to the State EOC and the Communications Supervisor. Check in with the Administration Section Supervisor in the EOC. Begin an individual log of actions taken during the emergency.
- () Establish the message center and maintain order within center.
- () Ensure that the computer is set up and working properly for logging incoming/outgoing messages.
- () Ensure that the scanner is set up and working properly for scanning incoming messages.
- () Ensure that a filing system of incoming and outgoing messages is established and maintained.
- () Ensure message traffic is coordinated and distributed in a timely manner. Distribution is to be accomplished on a first in, first out basis according to the precedence of the message. Precedence priorities are: Immediate, Priority, Routine.
- () Advise Administration Section Supervisor of need for additional staff.
- () Provide the EOC Supervisor, when requested, with a complete list of messages generated during the activation of the EOC.
 - () During exercises maintain a separate copy of all incoming and outgoing messages for use by the evaluators.
- () Keep the Telecommunications Supervisor informed on the status of the fax machines.
- () Assist the Telecommunications Supervisor in determining the "means" for transmitting a message, based on its precedence and the availability of systems.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE

FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR ALL HAZARDS

ALL CLASSIFICATION LEVELS

- () When a notification form is received, process it immediately and distribute it to the Assistant EOC Supervisor who will provide routing instructions.
- () Upon demobilization, collect master message file and individual messages from message control. Pass these files to the EOC Supervisor.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **MESSAGE CLERK**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for the logging and distribution of electronic and hard copy incoming messages, reviewing outgoing messages for format/completion, and logging outgoing messages for transmission.

OVERALL DUTIES:

- As messages come into the message control area:
 - A. Log in the message into the system noting message number, to/from, time (received/transmitted), communications means used, and subject.
 - B. Initial the message form in the upper right hand corner, showing that the message has been input.
- Supply the Message Center Supervisor, when requested, a complete file listing of messages generated or received during the emergency.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and Message Center Supervisor.
 - () Assist, as needed, in setting up the message center computer and related supplies.
- () Turn on the computer and scanner, from the main menu, open MS Word log template establish the Message Center Log, the Incoming and the Outgoing Logs.

For Incoming Messages

- () Assign an incoming message number and log in to the system.
- () Make a copy for file, and provide message to the Asst. EOC Supervisor for routing and distribution.
- () Scan copy of message into PC for electronic distribution via the LAN.
- () Distribute scanned message electronically.

For Outgoing Messages

- () Review message form for completion.
- () Assign an outgoing message number.
- () Log in message to the system, and provide message to the Message Center Supervisor for transmission.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **RUNNERS**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for distributing messages within the Emergency Operations Center (EOC).

ACTION ITEMS:

- () Report to the state EOC Administration Section Supervisor and Message Center Supervisor.
- () Review with the Message Center Supervisor the process for distributing message traffic to the EOC staff.

OTHER DUTIES:

- () Be prepared to operate the fax and copy machines.

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WASHINGTON STATE

XXVII. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **SWITCHBOARD OPERATOR** (EOC)**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Responsible for processing all incoming phone calls into the Emergency Operations Center (EOC) during an emergency operation activation. Receiving, screening and routing phone calls to staff members in the EOC.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and the Communications Supervisor.
- () Begin an individual log of actions taken during the emergency.
- () Collect supply items, such as:
 - * pink message pads (see state form #SF8023)
 - * scratch paper
 - * pens and pencils
 - * head set for phone answering console
 - * white-out tape
 - * post-it notes
 - * garbage can
- () Secure a copy of the "EOC Floor Plan" and proposed "Staffing pattern" seating arrangement. Fill in staff names and titles by each extension listed on the EOC Floor Plan, if necessary. Fill in phone extension numbers for each position listed on the Staffing Pattern, if necessary. Provide a copy of the EOC floor plan to the EOC Supervisor, Assistant Supervisor, Section Supervisors, Policy Room Administrative Assistant, and the Duty Officer.
- () Answer incoming calls, determine where to transfer calls and transfer.
- () Screening PIO calls:
 - Take messages for all rumor control, PIO, and press calls until informed by the Washington Emergency Information Center (WEIC) manager that the Public Information Officer (PIO) staff are ready to operate or PIO phones have been set up with toll numbers.
 - () If Executive section members are on another call or line, their calls are to be sent to the Disaster Manager's Administrative Assistant to be answered or a message taken.
 - () If emergency calls come into the switchboard that do not relate to the emergency in progress, transfer the call(s) to the Duty Officer in the Duty Room.
 - () If the EOC shift change occurs, brief the person who will be replacing you.

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XXVIII. WASHINGTON STATE

XXIX. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **AUTOMATION SYSTEMS COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible to the Communications Supervisor for the operation of the Emergency Operation Center (EOC) automation systems support and local area network. Assist the Communications Supervisor in identifying automation system support needs and resolving automation support issues which occur as a result of an emergency/disaster.

OVERALL DUTIES:

- Assist in setting up EOC workstations and ensuring that automation support systems are operational.
- Monitor all automation systems that may be appropriate for, and in use during, the incident in progress.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and the Communications Supervisor. Begin a record of actions taken during the emergency.
- () Ensure that the EOC automation support systems are operational.
- () Report problems/status of automation systems to the Communications Supervisor.

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WASHINGTON STATE

XXX. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **ADMINISTRATIVE ASSISTANT TO TELECOMMUNICATIONS**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible to the Communications Supervisor for maintaining the Telecommunications Section log and taking calls as needed.

ACTION ITEMS:

- ☐ Report to the State Emergency Operation Center Administration Section Supervisor and the Communications Supervisor.
- ☐ Ensure that the Telecommunications Section workstation is up and operating. Initiate incident logs for section activities.

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WASHINGTON STATE

XXXI. EMERGENCY OPERATIONS CENTER

CHECKLIST

POSITION: **OPERATIONS SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the Operations Section, ensuring that all operational functions are properly staffed and that checklist functions are being carried out.

OVERALL DUTIES:

- Provide State Emergency Operation Center (EOC) support to the affected jurisdictions; ensure that the affected jurisdictions are notified of major EOC actions and changes in the emergency situation.
- Coordinate requests for resources with the Logistics Coordinator.
- Ensure that up to date information is posted on the appropriate status boards, and electronic displays.
- Periodically deliver operations update briefings to other EOC staff and others as directed.
- Ensure that plans for the return of material resources are made as the emergency de-escalates.
- Supervise the update of the section's status boards and computer displays, including the Requests for Assistance, as well as the section's maps.
- Supervise and coordinate the activities of all Operations Section personnel, including those agency liaisons represented in the Operations Section. Ensure that all personnel in the section maintain individual log sheets of activities and follow their individual agency procedures, as applicable.
- Periodically review the actions prescribed in this checklist as the situation develops.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and the EOC Supervisor.
- () Receive "Hand Off" briefing from the Duty Officer and EOC Supervisor and proceed with Alert and Warning Notifications to jurisdictions not previously notified by the Duty Officer.
- () Using the computer begin and maintain a section log of actions taken.
- () Consult with the duty officer to determine status of the recall of agency representatives to the EOC; if necessary, assume that responsibility in coordination with the Duty Officer.
- () Notify the Federal Emergency Management Agency Regional Operations Center of the emergency.

- () Coordinate with the EOC Supervisor to determine appropriateness of advising neighboring states and British Columbia of the emergency.
- () Coordinate with the EOC Supervisor, the Administrative Section Coordinator and the Logistics Supervisor for the possible dispatch of an EMD liaison to affected jurisdictions.
- () Ensure Situation Report (SITREP) input is provided to Information Analysis and Planning (IAP) section before dispatch.

IN ADDITION TO GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

XXXII. FOR FIXED NUCLEAR FACILITIES

1. ALERT PHASE

- () Unless done so previously,
- () Verify with the Duty Officer the notification of the following agency liaisons, and request that they report to the State EOC, if they have not done so:
 - Washington State Patrol (WSP)
 - EFSEC
 - Agriculture
 - Military
 - Department of Transportation (DOT)
 - Fish and Wildlife
 - Health (206 NUCLEAR)
 - Red Cross
 - Other agencies as necessary, in coordination with the EOC Supervisor.
- () Direct the Operations Coordinators to obtain, and post to the Emergency Classification Display or the appropriate status boards, the following information:
 - The emergency classification
 - The time of Alert phase declaration

2. SITE AREA EMERGENCY

- () Unless done so previously,
- () Ensure that the classification is posted on the appropriate status boards, computer display, and the Emergency Classification display.
- () Direct the Operations Coordinators to obtain information on county and state EOC response activities and post this information to the appropriate status boards.
- () If sheltering is being implemented:
 - () Verify that the access control points being activated are posted to the EOC traffic and access control maps and displays.

- () Verify that all state agency personnel performing tasks within the Plume EPZ have received their emergency worker kits and appropriate instructions.
- () Direct the Operations Coordinators to verify that emergency worker monitoring and decontamination stations are being activated.

3. GENERAL EMERGENCY

- () Unless done so previously,
- () Ensure that the classification is posted to the appropriate status boards, and that the classification, time of declaration, and protective actions being implemented are posted to the Emergency Classification displays and status boards.
- () If an evacuation is being implemented:
 - () Ensure that the traffic and access control points being activated are posted on the EOC traffic and access control maps and displays.
 - () Ensure that the host counties have been notified of the evacuation and are informed of the anticipated number of evacuees.
 - () Direct the Operations Coordinators to obtain information on the disposition of the Plume EPZ special populations, e.g. hospital and nursing home patients, day care center clients, etc.
 - () Report the completion of the evacuation to the EOC Supervisor and ensure that the appropriate status boards are posted.

4. INTERMEDIATE AND LATE PHASES

- () If the emergency classification has been downgraded, post the new classification on the Emergency Classification Display and have the Operations Coordinators notify the counties of new classification.
- () When a Return Protective Action Decision is made, verify that the access control points are activated around the area which remains restricted, and removed from around those areas being reoccupied. Ensure that this information is posted to the appropriate status boards and maps.
- () Coordinate state EOC support (as requested) for reentry activities, when relocation zones have been established (e.g., radiological monitoring and access control personnel).
- () Provide information, through the EOC Supervisor, to the Recovery and Restoration Task Force, as requested.

5. DE-ESCALATION OR TERMINATION OF THE EMERGENCY

- () Supervise the collection of status information from the plume and ingestion counties and forward this information to the EOC Supervisor in preparation for the work of the Recovery and Restoration Task Force.
- () Ensure that all Operations Section personnel have completed their individual position logs, and that these logs are saved for future reference.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION

- () Notify the affected counties telephonically of all Emergency Classification Level (ECL) changes, including de-escalation.
- () Notify Franklin, Klickitat, Yakima, Walla Walla counties and Oregon State. (Benton county is directly notified by The Umatilla Depot Activity.)

2. LIMITED AREA EMERGENCY

- () Check with the Duty Officer for Notification Status.
- () Update emergency classification displays. (Change to CSEPP labels, if necessary)
 - () Unless done so previously,
 - () Check with the Duty Officer and ensure that the agency liaisons have been notified to report to the State EOC (see TEL - 22 in EOC phone book). Assist the Duty Officer with notifications as necessary.
- () Discuss with the EOC Supervisor sending an EMD Liaison Representative to Benton County and UMDA EOCs.
 - () As appropriate, post significant activities on the Operations Section status boards.

3. POST ONLY EMERGENCY

- () Unless done so previously,
- () Update emergency classification displays. (Change to CSEPP labels, if necessary)
- () If the emergency starts at this level, execute the items listed under the Limited Area Emergency classification level.
 - () Discuss with the EOC Supervisor sending an EMD Liaison Representative to Benton County's EOC and a Senior State Liaison to UMDA's EOC.
 - () Request and/or verify that the appropriate host counties (Yakima; Walla Walla; Franklin and Klickitat counties). have Red Cross Assistance Center facilities activated, if needed.
 - () Contact the counties adjacent to the Protective Action Zones (PAZ) to inform them of the event status. (Yakima; Walla Walla; Franklin and Klickitat counties).

4. COMMUNITY EMERGENCY

- () Unless done so previously,
- () Update emergency classification displays. (Change to CSEPP labels, if necessary)
- () If the emergency incident starts at this level, execute the items listed under Limited Area and Post Only classification levels.
 - () Maintain contact with all affected counties and post significant activities

on the operations status boards.

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WASHINGTON STATE
EMERGENCY OPERATIONS CENTER
CHECKLIST

POSITION: **OPERATIONS COORDINATOR(S)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for carrying out the operations functions, such as posting status boards, updating computer displays, maintaining frequent telephone contact with county EOC's, and performing other operational functions as assigned.

OVERALL DUTIES:

- Report all significant activities to the Operations Section Supervisor. Update and maintain Operation Section Status boards and computer displays.
- Coordinate with Logistics Section the deployment of resources and other assets to support the emergency response, including requests from county(ies) for information and resource assistance. Forward all information requests to the Information Analysis and Planning Section (IAP).
- Report all requests and other significant actions, activities, and information on your personal log and report them to the Operations Section Supervisor. Also record requests for assistance on the request for resource or assistance forms, including completion of required actions. Upon close out of an action, provide copy of the form to the Assistant EOC Supervisor and make a log entry to reflect action completion.
- Periodically review this entire checklist as the situation develops.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and the Operations Section Supervisor. If neither the section supervisor or another Operations Coordinator have yet arrived, inform the EOC Supervisor that you will assume supervisory duties until the section Supervisor arrives.
- () Begin and maintain an individual EOC activity log and post actions to this log as they are assigned and completed.
- () Check with the Operations Section Supervisor or duty officer to learn which state agencies have already been notified to report to the EOC. As directed by the Operations Section Supervisor, continue the notification of liaison personnel from state agency(ies).
- () Contact the Regional Operation Center of the Federal Emergency Management Agency. Notify them with a situation update and advise them of the potential need for additional assistance.
- () If directed by the section Supervisor, contact the Duty Officers from the states of Oregon and Idaho as well as the Province of British Columbia. Notify them of the situation and alert them to any potential need for out of state resources.
- () Update the emergency classification display, changing the labels if necessary, to reflect the hazard level terminology consistent with the type of emergency being faced (e.g., use the CSEPP labels for a CSEPP event).

- () Provide periodic situation reports (SITREP) input to the Information Analysis Plans Section. Ensure approval by the Operations Section Supervisor before providing the SITREP to IAP.

OTHER ACTIVITIES:

- XXXIII. () Maintain contact with all affected counties and post significant activities on the operations status boards or computer displays.

XXXIV.

XXXV. FOR FIXED NUCLEAR

XXXVI. AND US DEPARTMENT OF ENERGY FACILITIES

1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION

- () Notify the ingestion counties telephonically, of all Emergency Classification Level (ECL) changes, including de-escalation:

For CGS, notify Adams; Grant; Kittitas; Klickitat; Yakima; Walla Walla counties, and; Oregon State.

- () Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log.
- () Relay other information affecting the county(ies) to the Information Analysis and Planning Section Supervisor.

INTERMEDIATE PHASE ACTIONS

2. ALERT LEVEL

- () Update emergency classification displays.
- () Check with Duty Officer to learn which state agency liaisons have already been notified.
- () Verify sending state liaison representative with the Operations Section and Senior State Liaison to the Plume County and the utility's Emergency Operations Facility (EOF).
- () Establish contact with the county EOC(s) assigned to you by the IAP Section Supervisor and obtain status reports of the county response activities. For plume counties, contact the EMD representative, if available.
- () As appropriate post significant county activities on the IAP Section status boards.

3. SITE AREA EMERGENCY

- () Update emergency classification display.
- () If the emergency starts at this level, execute the items listed under the Alert emergency classification level.
- () Verify sending state liaison representative and Senior State Liaison to the Plume County and EOF.

- () Request and/or verify that the appropriate host counties listed below have Red Cross Assistance Center facilities activated.

For CGS: Benton/Franklin.

- () Contact the appropriate ingestion counties to verify EOC activation.

For CGS: Yakima; Walla Walla; Adams; Grant, and; Klickitat counties, Oregon EOC and FEMA region X.

- () When the Assistance Centers are activated, verify that Department of Health (DOH) is sending monitoring personnel to the assistance center(s). Inform appropriate county(ies).

4. GENERAL EMERGENCY

- () Update emergency classification display.
- () If the emergency incident starts at this level, execute the items listed under Alert classification level and Site Area Emergency (SAE) classification level.
- () Ensure that the appropriate classification level is posted to the status boards and the emergency classification display, and that the ingestion county EOC(s) are notified.
- () Periodically contact the state representative to Plume Counties and obtain the following:
 - Evacuation status reports;
 - Special facility status reports (nursing homes, hospitals, etc.);
 - Other activities.

XXXVII. FOR CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION

- () Notify the affected counties telephonically of all Emergency Classification Level (ECL) changes, including de-escalation.
- () Notify Franklin, Klickitat, Yakima, Walla Walla, counties, and Oregon State. (Benton county directly notified by Umatilla Depot Activity.)
- () Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log.
- () Relay other information affecting the county(ies) to the Information.

2. LIMITED AREA EMERGENCY

- () Update emergency classification display.
- () Verify with the Operations Section Supervisor sending EMD Liaison Representative to Benton County and UMDA EOCs.
- () As appropriate, post significant activities on the IAP Section status displays.

- () As appropriate, report actions taken and their results, if any, to the IAP Section Supervisor, recording the action and their results in your individual log.

3. POST ONLY EMERGENCY

- () Update emergency classification display.
- () If the emergency started at this level, execute the items listed under Limited Area emergency classification level.
- () Verify sending State Liaison Representative and a Senior State Liaison to the Benton County and UMDA EOCs.
 - () Request and/or verify that the appropriate host counties listed below have Red Cross Assistance Center Facilities activated, if needed.
 - () Contact the counties adjacent to the Protective Action Zones (PAZ) to inform them of the event status. (Yakima; Walla Walla; Franklin and Klickitat counties)

4. COMMUNITY EMERGENCY

- () Update emergency classification display.
- () If the emergency incident started at this level, execute the items listed under Limited Area and Post Only classification levels.
 - () Ensure that the appropriate classification level is posted to the status boards and the emergency classification display, and that the Planning Zone county EOCs are notified of the current classification level.

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WASHINGTON STATE
CHECKLIST

XXXVIII. EMERGENCY OPERATION CENTER

POSITION: **AA TO OPERATIONS SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the Operations Section.

- Provides word processing, e-mail and computer operator support.
- Assists in producing documents, collating, making copies, distributing, and filing.
- Maintains "LOG" for the Operations Section.
- Maintains telephone tracking when section staff are too busy to take calls.

ACTION ITEMS:

- () Report to the State Emergency Operations Center (EOC) and the Operations Section Supervisor. Check in with the switchboard operator in the EOC to "sign in".
- () Maintain an "EOC log" of events. Use automated program if available.
- () Periodically ensure a supply of support items (forms, pens, pencils, staplers, tablets, etc.) is immediately available in the room. Replacements are in the supply room.
- () Report any facility problems with heating, air conditioning or electronic print board to the Facility Coordinator and any computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation or shift, clean and secure the area. Organize all paper for archiving. Ensure automated files are saved.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **INFORMATION ANALYSIS & PLANNING (IAP) SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for collecting and analyzing data in order to assess damages and impacts, anticipate potential needs, recommend appropriate emergency responses and long-term recovery and restoration activities.

OVERALL DUTIES:

- Supervise activities of the IAP Section.
- Ensure that an IAP Section Activity Log is maintained on all Emergency Operations Center (EOC) IAP activities to support the disaster analysis and prognosis recommendations and document EOC activities.
- Supervise the evaluation of incoming data (requests and reports). Immediately apprise the EOC Supervisor and the Operations Section Supervisor of any effects or changes in conditions that may lead to a threat to the public health and safety, (e.g. weather, releases of radioactive material, etc.).
- Maintain the appropriate status boards, charts, and computer displays. Ensure that the EOC Supervisor is apprised of changes in the data and/or situations.
- Be prepared to and conduct periodic EOC update briefings.
- Manage the Situation Report (SITREP) process and Significant Events (SE) Log.
- Gather information needed to provide recommendations to the Executive Section for all phases of a disaster. Prepare appropriate decision memoranda for the Executive Section in accordance with the formats provided in the EOC Checklist Addendum.
- Gather the materials and information necessary to coordinate a “**DRAFT**” Governor’s Proclamation and as necessary a “**DRAFT**” Restoration and Recovery Task Force Activation Letter.

ACTION ITEMS:

If this is an exercise or drill answer and end all calls by stating that, “This is an exercise or drill”. Ensure that all EXERCISE or DRILL related correspondence, reprots, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

- () **SIGN IN AT THE EOC SWITCHBOARD OPERATOR’S DESK NEAR WHERE YOU ENTERED THE EOC.** Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.
- () **Pick up the IAP Section Supervisor Checklist Notebook and the IAP Section Phone Book, if they have not already been picked up, after you sign-in. If you don’t know where they are located ask the switchboard operator. You will be directed**
- () Establish an IAP Section Activity Log, recording all significant activities engaged in during the emergency.

- () Maintain the appropriate (Plant Data, Plume Data, Rivers, Weather, etc.) status boards/computer displays.
- () Seek the National Weather Service on the Internet, or other appropriate sources, for current weather conditions at the site of the emergency. Maintain a periodic schedule of weather update reports, and post this information to the status board/computer display. Obtain, if feasible, a copy of the incident site weather report and NAWAS Message from the EMD Duty Officer.
- () Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.
- () Be prepared to brief the Significant Events and the SITREP at the periodic EOC Update and Shift Change Briefings. Formats are at Tab C.
- () Ensure that the Distribution Box located adjacent to the Duty Officer Office is checked periodically and that e-mail messages are downloaded, printed, and forwarded to you for review prior to being entered into the logs.
- () Coordinate with other section supervisors for accurate and timely input for the SITREP. Provide this input to the SITREP Writer.
- () Initial, date, and place the time on all communication/paperwork prior to passing it on for processing. This ensures that you have seen it.
- () Conduct a section after action review to ascertain lessons learned, what needs to be revised or modified, and work out a timetable to resolve discussed items.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

XXXIX. FOR FIXED NUCLEAR FACILITIES

XL. AND US DEPARTMENT OF ENERGY-RICHLAND

XLI. ALL CLASSIFICATION LEVELS

- () For Notification of Unusual Event, activities are handled by the Emergency Management Division Duty Officer.
- () Review the lists of automatic protective actions at Site Area Emergency (SAE) Classification Level and coordinate with the Operations Section Supervisor to ensure they are implemented.
- () Coordinate with the Department of Health, Division of Radiation Protection, Washington State Department of Agriculture, and Energy Northwest representatives on the potential impacts on public safety.
- () Gather necessary data to prepare decision memoranda.
- () Conduct update briefings in coordination with Department of Health (DOH) and Facility representatives to the Executive Section and the EOC Staffs.
- () Coordinate with Operations Section Supervisor on the verification of data and information received.
- () Designate an IAP Section representative to verify the contents of Emergency Alert System (EAS) broadcasts from the counties by calling the EMD Liaison located within the county EOC.

XLII. DE-ESCALATION OF EMERGENCY CLASSIFICATION LEVELS OR EMERGENCY

- () Provide the EOC Supervisor and Executive Section with needed information and data from the IAP Section, to be utilized in recovery and restoration planning.
- () Conduct the necessary planning to recommend to the Executive Section, decisions in the areas of relocation, initial return, re-entry and food control.

XLIII. FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

The Emergency Management Division Duty Officer handles activities at this level.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Section Supervisor, and the Disaster Manager and recommend an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Consult with the EOC Supervisor about change the level of EOC Activation.
- () Run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Consult with the EOC Supervisor, Operations Section Supervisor, and the Disaster Manager and recommend an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Conduct planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented

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WASHINGTON STATE
CHECKLIST

XLIV. EMERGENCY OPERATION CENTER

POSITION: **IAP SECTION INFORMATION COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The Information Coordinator gathers, analyzes, displays and disseminates information regarding the emergency at hand. This position is assigned to the Information, Analysis, and Planning (IAP) section of the state Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reprots, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

() **SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC.** Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

() **Pick up the IAP Section Supervisor Checklist Notebook, IAP Section Coordinator Checklist Notebook, and a Phone Phone Book, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed.**

() Report to the IAP Section Supervisor. If neither the section supervisor nor another IAP Coordinator has yet arrived, inform the EOC Supervisor that you will assume supervisory duties until the section supervisor arrives

() Upon arrival, receive a briefing on the current situation from the IAP Section Supervisor or the coordinator coming off shift.

() Maintain a log of your significant activities. This may be accomplished through inclusion in the IAP Activity Log, normally maintained by the Administrative Assistant.

() Establish and maintain regular contact with the affected jurisdiction(s) or facility to gather information regarding the event. If possible, accomplish this task through the state's liaison to the jurisdiction(s)/facility.

() Initial, date and place a time on all communication/paperwork prior to passing it on for processing. This ensures that you have seen it.

() Review the attached list of Essential Elements of Information. Collect pertinent information from appropriate sources; e.g., the Weather Service for weather forecasts, wind direction and river information.

() Maintain and update the following status boards and computer displays: significant events, weather, EOC status, river status, plume data, and plant status, as appropriate. When using the "white boards" **print a file copy prior to making any new entries** on the "white board" provide the print copy to the Administrative Assistant for filing.

- () Initiate the Governor's Proclamation process. Refer to the IAP Section Governor's Proclamation Procedures and Process Workbook. Review the examples in the book and ensure that you coordinate with WASDA, DOH, WSP, PIO, etc.
- () Initiate the Restoration and Recovery Task Force (RRTF) Activation Letter, as directed. Refer to the IAP Section Smartbook for additional details and formats.
- () Bring information of a critical or time-sensitive nature to the attention of the section supervisor or EOC supervisor as soon as possible. Ensure that the Public Information Officer is also informed.
- () Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.
- () Prepare (or assist in the preparation of) the Situation Report (SITREP).
- () Be available to the IAP Section Supervisor for special assignments.
- () At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

XLV. ESSENTIAL ELEMENTS OF INFORMATION

- Nature of the event/hazard
- Location of the event/hazard
- Date/time event began
- Expected duration of the event/hazard
- Cause of the event/hazard
- Number of fatalities
- Number of persons injured
- Number of persons evacuated
- Location to which evacuees transported
- Outside assistance and resources requested (beyond local mutual aid)
- Number of homes lost or threatened
- Number of businesses lost or threatened
- Transportation routes affected
- Communications affected
- Utilities affected
- Essential facilities affected
- Current and forecasted weather conditions
- Status of local EOC (date/time activated or closed, date/time of emergency proclamation)

XLVI. ADDITIONAL ESSENTIAL ELEMENTS FOR FLOOD EVENT:

- Status of rivers/tidal areas
- Number and sufficiency of sandbag inventory
- Amount and sufficiency of potable water/food stuffs

XLVII. ADDITIONAL ESSENTIAL ELEMENTS FOR WILDFIRES

XLVIII. (WILDLAND/URBAN INTERFACE FIRES):

- Regional fire resources committed
- Out-of-region fire resources committed
- Expected
- Specific Size of fire and percent contained or controlled
- Manpower shortages
- Out

XLIX. ADDITIONAL ESSENTIAL ELEMENTS FOR

L. HAZARDOUS MATERIALS INCIDENTS:

- The chemical agent(s) in question
- The extent of any release
- Affected areas
- Plume prediction
- Protective action recommendations/decisions

LI. FOR FIXED NUCLEAR FACILITIES

LII. CGS AND USDOE-RL

1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION

- () Notify the ingestion counties telephonically and by FAX of all Emergency Classification Level (ECL) changes, including de-escalation:
- () Update Significant Events Log/Chart.

For CGS, notify:

Adams County	#8811	(509) 659-1122 (24-hours)
Grant County	#8823	(509) 762-1462
Kittitas County	#8829	(509) 962-7525
Klickitat County	#8830	(509) 773-4036
Yakima County	#8850	(509) 574-1900
Walla Walla County	#8847	(509) 378-2911
Oregon State		

- () Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log the time and the contact person.
- () Relay other information affecting the county(ies) to the Information Analysis and Planning Section Supervisor.

INTERMEDIATE PHASE ACTIONS

2. ALERT LEVEL

- () Update Significant Events Log/Chart.
- () Check with Duty Officer to learn which state agency liaisons have already been notified.
- () Verify that the state liaison representative have been dispatched with the Operations Section. An EMD State Liaison (SL) should normally be sent to the Plume County and the utility's Emergency Operations Facility (EOF).
- () Establish contact with the county EOC(s) assigned to you by the IAP Section Supervisor and obtain status reports of the county response activities. For plume counties, contact the EMD LNO representative, if available.
- () As appropriate post significant county activities on the IAP Section status boards.

3. SITE AREA EMERGENCY

- () Update Significant Events Log/Chart.
- () If the emergency starts at this level, execute the items listed under the Alert emergency classification level.
- () Verify sending state liaison representative to the Plume County and EOF.
- () Request and/or verify that the appropriate host counties listed below have Red Cross or Shelter Manager at the Assistance Center facilities when activated.

For CGS: Benton and Franklin Counties.

- () Periodically contact the EMD state liaison to Plume Counties and obtain the following:

- Evacuation status reports;
- Columbia River closure;
- Special facility status reports (nursing homes, hospitals, etc.);
- Other activities.

- () Contact the appropriate ingestion counties to verify EOC activation.

For CGS: notify.

Yakima County	#8850	(509) 574-1900
Walla Walla County	#8847	(509) 527-3223
Adams County	#8811	(509) 659-1122 (24-hours)
Grant County	#8823	(509) 762-1462
Klickitat County	#8830	(509) 773-4036
Oregon EOC		(503) 378-2911
FEMA Region X		(425) 487-4660 (the ROC)

- () When the Assistance Centers are activated, verify that Department of Health (DOH) is sending monitoring personnel to the assistance center(s). Inform appropriate county (ies).

4. GENERAL EMERGENCY

- () Update Significant Events Log/Chart.

- () If the emergency incident starts at this level, execute the items listed under Alert classification level and Site Area Emergency (SAE) classification level.

- () Ensure that the appropriate classification level is posted to the status boards and the emergency classification display, and that the ingestion county EOC(s) is notified.

- () Periodically contact the EMD state Liaison to Plume Counties and obtain the following:

- Evacuation status reports;
- Columbia River closure;
- Special facility status reports (nursing homes, hospitals, etc.);
- Other activities.

LIII. FOR CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION

- () Update Significant Events Log/Chart.

- () Notify the affected counties telephonically of all Emergency Classification Level (ECL) changes, including de-escalation.

- () Notify:

Franklin County	#8821	(509) 545-3546
Klickitat County	#8830	(509) 773-4036
Yakima County	#8850	(509) 574-1900
Walla Walla County	#8847	(509) 527-3223
Oregon State		(503) 378-2911

NOTE: (Benton county directly notified by Umatilla Depot Activity.)

- () Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log the time and contact person.
- () Relay other information affecting the county(ies).

2. LIMITED AREA EMERGENCY

- () Update emergency classification on Significant Events Log display.
 - () Verify with the Operations Section Supervisor sending EMD Liaison Representative to Benton County and Umatilla Chemical Depot EOCs.
- () As appropriate, post significant activities on the IAP Section status displays.
- () As appropriate, report actions taken and their results, if any, to the IAP Section Supervisor, recording the action and their results in your individual log.

3. POST ONLY EMERGENCY

- () Update Significant Events Log/Chart.
- () If the emergency started at this level, execute the items listed under Limited Area emergency classification level.
- () Verify sending State Liaison Representative and a Senior State Liaison to the Benton County and UMDA EOCs.
 - () Request and/or verify that the appropriate host counties listed below have Red Cross or Shelter Manager at the Assistance Center Facilities when activated, if needed.
 - () Contact the counties adjacent to the Protective Action Zones (PAZ) to inform them of the event status.

Yakima County	#8850	(509) 574-1900
Walla Walla County	#8847	(509) 527-3223
Franklin County	#8821	(509) 545-3546
Klickitat County	#8830	(509) 773-4036

4. COMMUNITY EMERGENCY

- () Update Significant Events Log/Chart display.
- () If the emergency incident started at this level, execute the items listed under Limited Area and Post Only classification levels.
 - () Ensure that the appropriate classification level is posted to the status boards and the Planning Zone county EOCs are notified of the current classification level.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **TECHNICAL ADVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The Technical Advisor provides advice and technical assistance to the EOC staff. This position is assigned to the Information, Analysis, and Planning (IAP) section of the state Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

() **SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC.** Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

() **Pick up the IAP Section Administrative Assistant and Special Hazards Analyst Checklist Notebook, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed.**

() Upon arrival, receive a briefing on the current situation from the IAP Section Supervisor, the senior IAP Section person present, or the Special Hazards Analyst coming off shift.

() Maintain a log of your significant activities. This may be accomplished through inclusion in the IAP Section Activity Log, normally maintained by the IAP Section Administrative Assistant.

() Gather and analyze information regarding the emergency and its potential impacts from specialized sources as well as from the Information Section Coordinator(s). Do not contact affected county until you coordinate with the IAP Section Coordinator(s) or Section Supervisor.

() Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.

() Initial, date and place a time on all communication/paperwork prior to passing it on for processing.

() Provide your analysis to the IAP Section Coordinator(s), Section Supervisor, Disaster Manager, and others as appropriate.

() At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **AA TO INFORMATION ANALYSIS & PLANNING (IAP) SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the IAP Section.

OVERALL DUTIES:

- Provides typing and computer operator support.
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the IAP Section Supervisor.
- Maintains telephone tracking when the IAP Section Supervisor is too busy to take calls.

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

- () **SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC.** Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.
- () **Pick up the IAP Section Administrative Assistant and Special Hazards Analyst Checklist Notebook, if they have not already been picked up, after you sign-in. If you don't know where they are located, ask the switchboard operator. You will be directed.**
- () Report to the IAP Section Supervisor or senior IAP Section person present and obtain an update briefing on the situation.
- () Open and maintain the IAP Section Activity Log. This is your 1st Priority. Enter who is present in the IAP Section, the purpose of the activation/exercise/drill. Insert the Mission Number at the top of the log, in the space provided. Ensure that all section checklist/books and phone book have been retrieved from the bookcase located near the EOC Switchboard Operator. Obtain as much background information on the event and include it in the initial narrative. Include in the Activity Log such information as who you spoke to, the agency or jurisdiction they represent, and a short synopsis of the conversation and note any follow-up actions
- () Initial, date and place the time on all communication/paperwork prior to posting it in the IAP Section Activity Log. Ensure that the person providing the input has also initialed the item.
- () Print a hard copy of the IAP Section Activity Log each time a page is completed and provide a copy to the IAP Section Supervisor and the EOC Supervisor.

- () Update the EOC Receptionist roster of IAP Section personnel and the telephone number where they can be contacted. This must be done as early in the activation/exercise/drill as possible and continually updated as personnel changes are made.
- () Maintain a "Telephone Log" for unanswered calls. Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.
- () Ensure a supply of support items i.e., pens, pencils, staplers, tablets, etc. is immediately available to the IAP Section. Replacements are in the supply room.
- () Report any facility problems with heating, air-conditioning or electronic print board to the Facility Management Section Supervisor and any computer or communications problems to the Telecommunications Section Supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **IAP SECTION SITREP (SITUATION REPORT) AND SIGNIFICANT EVENTS (SE) WRITER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The SITREP (Situation Report Writer) prepares the periodic SITREP, which is a report of activities surrounding the activation of the EOC and compiles the SIGNIFICANT EVENTS (SE) Log. This position is assigned to the Information, Analysis, and Plans (IAP) section of the state Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

- () **SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC.** Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.
- () **Pick up the IAP Section Sitrep Writer/Significant Events Writer Checklist Notebook, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed**
- () Upon arrival, report to the IAP Section Supervisor, senior IAP Section person present, or the SITREP/SE Writer coming off shift and receive a briefing on the current situation. Log onto the network using the Information Systems Procedures, Computer Procedures for Activation Personnel (see Table of Contents), if not already logged onto the system.
- () Determine the effective time of the most recent SITREP and the deadline for the next SITREP. Ensure that this cutoff time for the next SITREP is briefed at the EOC Update Briefing.
- () Open the SITREP Log and the Significant Events (SE) Log. The SITREP is your 1st Priority and the SE your 2nd. The Section Supervisor will identify those items to be included in the SE Log i.e., major events, changes in Emergency Classification Levels, and other major changes.
- () Obtain information for the SITREP and SE from the Section Supervisor and **all** other agencies represented in the EOC for the current event. The IAP Section Coordinators will assist in gathering this data. The internet is also available for weather, roads and pass status, and river data, etc. (see Table of Contents for internet addresses).
- () Initial, date and place the time on all communication/paperwork prior to entering it into the SITREP or SE Log. Ensure that the person providing it to you has also initialed it.
- () Approximately one and one half hours before the effective time of the SITREP, print a draft of the report. Have the IAP Section Supervisor, EOC Supervisor, and IAP Coordinators review the draft. Make necessary changes. The SE Log is an ongoing log and is for internal use only and is briefed at Shift Change and Update briefings.
- () Print a final DRAFT version of the SITREP and have the IAP Section Supervisor approve it.
- () E-mail the final DRAFT of the SITREP to the Decision Room. Make paper copies for the Review Committee

- () Attend the SITREP Review Committee along with the IAP Section Supervisor and others. Take notes on the changes made by the Review Committee. At the conclusion of the meeting edit the DRAFT SITREP making the recommended changes. E-mail the final SITREP to the Decision Room for approval, signature and Release by the Disaster Manager.
- () Make a file copy of the approved SITREP and place it in the file folder for reference.
- () At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ADMINISTRATION SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for Emergency Operations Center (EOC) staffing, scheduling shift changes, building security and access control, facility operational status, and managing the financial and record-keeping aspects of the emergency response.

OVERALL DUTIES:

- Ensure adequate, continual staffing for EOC:
 - A. Establish and maintain the EOC staffing pattern, increasing or reducing the number of personnel as needed.
 - B. In coordination with the EOC Supervisor, conduct a briefing for persons reporting for their shift duties.
 - C. When the EOC is fully staffed, and as each new shift assumes its' duties, prepare a list of EOC personnel by functional position and EOC telephone extension number, and forward this list to the switchboard operator and the affected county EOC(s).
- Ensure security and access control for the EOC is established.
 - A. Maintain staff sign-in and sign-out rosters for verification of response personnel.
 - B. Coordinate with Camp Murray Security, and if necessary, Washington State Patrol for severe security issues.
- Supervise the management of all fiscal and administrative functions, including the documentation of response actions and expenses incurred.
 - A. Ensure all EOC staff time sheets are properly completed with correct payroll coding.
 - B. Track all purchase requests.
 - C. Coordinate field response purchases with the Logistics Section Supervisor.
- Ensure that the State EOC and all facilities utilized for a disaster response are maintained in an operational status.

- A. Maintain all facility safety and health standards, ensuring proper heating and air conditioning, availability of drinking water, and sanitary work environment.
- B. Provide adequate supplies, equipment, and work space for all EOC staff.
- C. Provide support services for EOC staff as needed, such as dependent care, food and lodging services, to enable essential personnel to report to the EOC.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the switch board operator in the state EOC.
- () Begin an individual log for recording the actions taken during the event.
- () Develop a staff availability list and establish an initial staffing pattern for 24 hour a day EOC operation for the duration of the emergency.
- () Ensure security and access control for the EOC are established. (Building 20 is our only facility at this time.)
- () Maintain EOC fiscal records including EOC staff time sheets, purchase requests, and travel authorizations.
- () Ensure that the State EOC and all facilities utilized for a disaster response are maintained in an operational status during the event.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **FACILITY MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

On a day to day basis responsible for general maintenance of the Washington State Emergency Operations Center (EOC) is the responsibility of the EOC Coordinator. However, during EOC activations or in the absence of the EOC Coordinator these responsibilities must be assigned to other individuals.

In general terms the Facility Manager is responsible for:

1. Ensuring that the building and surrounding areas are maintained in an operational status.
2. Ensuring that a safe and clean environment is maintained within and around the building.

OVERALL DUTIES:

Assist the EOC Supervisor with:

- Ensuring that all facility systems are operational.
- Ensuring that facility operations are safe and the premises remain clean.
- Ensuring that the staff are as comfortable as possible.
- Coordinating requests for facility operations and facility support requirements for the emergency staff.
- Supervise facility contractors and support staff.
- Supervise staff assigned to provide security of the State EOC.

ACTION ITEMS:

- () Report to the State EOC and the Administration Section Supervisor. Check in with the switch board operator in the EOC. Begin an individual log of actions taken during the emergency.
- () Maintain the individual log sheet for all EOC activities.
- () Conduct check to see that all facility systems are functional. Ensure/check that:
 - a. Trash is being emptied into trash dumpster and that dumpster is being pick up.
 - i) If more dumpster space is required – coordinate with Camp Murray Production Control.
 - ii) If dumpster (s) are being filled in a day or two days arrange with the Camp Murray Production Control to have them picked up on a revised schedule.

CONTACT IS: Production Control at Phone 253-512-8412

- b. Recycle (paper) is emptied and that large containers are picked up on a revised schedule.

CONTACT IS: Production Control, Phone 253-512-8412

- c. Heating and Air conditioning equipment is operating. If not, it is a warranty item for Pease & Sons.

CONTACT IS: Don Stoll, Ron Crooks, Ron Cross, then Darron Pease Per attached memo Phone 24 Hour pager

- d. Vehicle parking is adequate. Additional parking space may be available through the use of the parking lots at Buildings 97 and 33.

CONTACT IS: Camp Murray Security at 512-7900 for coordination.

- e. Burned out light bulbs are replaced.

CONTACT IS: Don Stoll, Ron Crooks, Ron Cross, then Darron Pease per the attached memo.

- f. Cleanliness of building and surrounding areas. The cleaning contractor will only make one visit per day to clean the facility (building, rest rooms, and empty trash). During extended operations it will be necessary to clean rest rooms and empty trash at least every 8 hours and more often if necessary! Make arrangement with Production Control to come in periodically and accomplish the clean up.

CONTACT IS: Production Control at 512-8412

- g. Supplies (paper towel, toilet paper, cups, and refuse bags) during extended operations tend to be used at a faster rate and will needed to be replaced. These are Central Store items.

CONTACT IS: The Administrative Assistant on shift.

- h. Sewage problems:

CONTACT IS: Primary: Production Control at 512-8412

- i. Electrical problems should be handled by Pease & Sons per attached memo.

- j. Periodically survey the building for safety items:

- ◆ Fire Exits open
- ◆ Excess paper accumulating
- ◆ Hanging or overhead hazards
- ◆ Walking hazards
- ◆ Equipment failures (broken chairs, tables etc.)
- ◆ Electrical (excess cords, broken receptacles etc.)
- ◆ Sanitation
- ◆ Vehicle parking and traffic patterns around building.
- ◆ Winter icing/snow removal (salt/ice treatment).

If applicable, contact Production Control for work request.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ADMINISTRATION SECTION PERSONNEL STAFFING**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

In consultation with the Emergency Operations Center (EOC) Supervisor, responsible for Emergency Operation Center personnel scheduling. This will include assessing staff availability; determining EOC staffing needs; developing, maintaining, publishing, and posting a 24-hour EOC staffing schedule; and coordinating personnel needs with department personnel services and with other state agencies.

OVERALL DUTIES:

- Schedule adequate, continual staffing for EOC:
- Assess immediate and long term staffing needs of EOC. In consultation with the EOC Supervisor and EOC Section Supervisors ascertain current and future EOC staffing requirements based upon the emergency incident.
- Determine emergency management staff availability to fulfill EOC staffing needs, in accordance with existing EOC staffing policy.
- Establish shift schedule and prepare for first shift change.
- Provide check-in orientation for new EOC staff.

ACTION ITEMS:

- () Report to the Administration Section Supervisor. Check in with the switchboard operator in the EOC.
- () Begin individual log sheet recording actions taken.
- () Determine staff availability, EOC needs, and establish a 24 hour-a-day EOC operation schedule.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **FISCAL MANAGEMENT/COMPTROLLER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for managing the financial and record-keeping aspects of the emergency response.

OVERALL DUTIES:

Manage the proper completion of all fiscal and administrative records:

- Establish a fiscal management group to include:
 1. EOC Comptroller - lead position
 2. Asst. EOC Comptroller
 3. Military Department Purchasing Representative
 4. General Administration Representative
 5. Co-located with Logistics Section

- Establish a computer file for tracking activation costs for the following items:
 1. EMD staff time and travel cost based on current BPS information.
 2. Non-EMD staff time costs if possible.
 3. Equipment expenditures specific to each activation within EMD.
 4. All available field resource cost information

- Manage all activation-related payroll functions, including the issuance of proper coding instructions.
 1. Notify Military Department Accounting Office of activation and get the charge code for activation costs.
 2. Post proper payroll coding number and instructions in the EOC for all participants.
 3. Collect and enter sign-in/sign-out information into the computer file.

- Purchasing and travel including direct billings or other financial arrangements for EOC staff.
 1. Establish control over purchase request information.
 - a. Request that Disaster Manager direct all purchase requests through the EOC Comptroller Section.
 - b. Monitor and enter all relevant purchase request information.
 - c. Coordinate with GA and Military Department Purchase representatives.
 - d. Coordinate with the Disaster Recovery Unit (DRU) Manager.
 2. Establish control over travel information.
 - a. Request that Disaster Manager direct all travel requests through the EOC Comptroller Section.

- b. Estimate and record travel costs of EM staff assigned to travel status in support of the activation.
- Purchases of supplies, equipment or resources to support the disaster response are coordinated with the Logistics Section Supervisor. Establish control over resource tasking where possible.
 - 1. Request that the Logistics Section Supervisor acquire cost estimates for tasking of local, state and federal agencies where possible.
 - 2. Establish links for cost information with Logistics Section Supervisor at regular intervals each day.
- Prepare daily and weekly reports of costs to date.
 - 1. Provide reports to Disaster Manager, Emergency Management AD, DRU Unit Manager, and Administrative Section Supervisor of current cost estimates. Reports should be final as of 5:00 p.m. daily and weekly by 5:00 p.m. Friday.
 - 2. Prepare final estimates of costs within one week of the close of an activation.
- Prepare a written report within one week of the close of an activation on what went right, what went wrong, and how the process of collecting and reporting cost information can be improved. Be concise and specific. Reports should be filed with the Comptroller Position Checklist and provided to the Disaster Manager, Administrative Section Supervisor, and DRU Unit Manager.

ACTION ITEMS:

- () Begin an individual log sheet for recording the actions taken during the event.
- () Develop a staff availability list and then establish an initial staffing pattern for 8 hour per day EOC shift coverage for the duration of the emergency. The shift will be from 8:00 a.m. to 5:00 p.m., seven days per week for the duration of the emergency.

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WASHINGTON STATE
EMERGENCY OPERATIONS CENTER
CHECKLIST

POSITION: **SECURITY OFFICER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for providing security for the State Emergency Operation Center (EOC) and all other facilities utilized for state disaster response coordination.

OVERALL DUTIES:

Ensure only authorized persons are permitted in the EOC.

- Request proper photo identification of all persons desiring to enter the EOC (i.e., driver's license, state ID or Military ID card).
- Direct visiting members of the media to the media center (if established), upon presentation of proper media credentials to the Security Officer.
- Entry into the EOC by media personnel shall be permitted only with the EOC Supervisor's permission and with an escort from the EOC Supervisor's staff or from the PIO staff. Under no circumstances is the media allowed in the EOC Operations Room without a proper escort.
- An EOC visitor/observer list may be provided to the Security Officer to allow visitors/observers into the main EOC area. EOC visitor/observer must be accompanied by the EOC Supervisor or designee while in the EOC area.
- Maintain sign-in list of who is currently in the EOC.

ACTION ITEMS:

- () Report to the State EOC and the Administration Section Supervisor.
- () Obtain security log, staffing patterns, and sign-in sheets from the Administration Section Supervisor.
- () Maintain entry system security checkpoint in the front hall, located in the reception area of the EOC, Building 20, Camp Murray, Washington.

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WASHINGTON STATE
CHECKLIST

LIV. EMERGENCY OPERATION CENTER

POSITION: **AA TO ADMINISTRATIVE SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the Administrative Section.

OVERALL DUTIES:

- Provides typing and computer operator support.
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the Administrative Section Supervisor.
- Maintains telephone tracking when the Administrative Supervisor is too busy to take calls.

ACTION ITEMS:

- () Report to the State EOC and the Administration Supervisor. Check in with the switchboard operator in the EOC and "sign in".
- () Maintain a "EOC log" of events.
- () Maintain a "Telephone Log" for unanswered calls.
- () Periodically ensure a supply of support items (pens, pencils, staplers, tablets, etc.) is immediately available to the Section. Replacements are in the supply room.
- () Ensure that only erasable markers are used on maps and electronic print boards.
- () Report any facility problems with heating, air-conditioning or electronic print boards to the "Administrative Section" Supervisor and any computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
 - () At the termination of the activation clean and secure area (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **LOGISTICS SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Coordinates the location availability and acquisition resources as they are needed for an emergency response. Maintains a record of the resources requested and briefs the EOC Supervisor on the status of resources that are in use and/or available for use. Ensures that that actions are put in motion to return or redistribute equipment/resources and replenish expended supplies, during and after the emergency e.g; sandbags etc.

All requests for assistance or resources (internal or external) should be directed to the Operations Section Supervisor who, after validation, passes the request to either the Logistics Section or appropriate state agency for action.

Initiates activation of the Logistics Center, if necessary.

OVERALL DUTIES:

- Assist with resource acquisition for the State EOC and the affected counties.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the switch board operator in the EOC. Begin an individual log of actions taken during an emergency.
- () Maintain an individual log sheet for all EOC activities. As actions are taken, and log entries made, keep the EOC Supervisor apprised.
- () Coordinate with the various agency representatives in the EOC to:
 - A. Determine the availability of EOC operational resources. (Receive summary lists of resources from WSP, DOT, Military, Fish & Wildlife, and others as necessary). Report this information to the EOC Supervisor.
 - B. Determine state/volunteer/private sector resource support availability as necessary. Maintain resource listing of available and offered resources. Report this information to the Operations Section Supervisor.
- () Assist the Administration, Operations and Planning Section Supervisors, as needed, in determining the availability of requested or anticipated resource needs; locate and catalog needed resources and transmit this information to the EOC Supervisor and the Administration, Operations and IAP Section Supervisors.
 - () Arrange for air or ground transportation for the staff from the Department of Health, Division of Radiation Protection (DRP); the Governor's Representatives; the State and County(ies)' Representative(s); the Joint Information Center; the Public Information Officers, and; others as needed. Refer to Standard Operating Procedure C-17. *Coordinate with the DOT, Military*

and WSP liaisons within the EOC when possible:

- A. Governor's or Governor's Representative to a State/Providence/Emergency Site or overflight of effected area.
- B. State Agency Representative (s) to emergency county/site.
- C. State Public Information Officer (s) to Emergency county/site/joint information center (JIC).

Coordinate ground transportation from the Olympia area using privately owned or agency owned vehicle(s) or with the General Administration's Motor Pool staff when required for the above staff.

() Ensure that ground transportation is coordinated for personnel at their destination:

- A. For State Agency Representative(s) - EMD reserves a rental car at the destination airport.
- B. DOH/DRP - Reserves vehicles through the appropriate state or rental agency as near as possible to the destination airport.
- C. PIO - EMD reserves a rental car at the destination airport.
- D. Governor's or State Official - EMD reserves a rental car at the destination airport.
- E. If requested, reserve billeting at the destination for the above personnel.

NOTE: If a Logistic Coordinator is not appointed, the Logistic Section Supervisor will also assume the duties and responsibilities listed in the Logistic Coordinator checklist.

LV. IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR CGS OR CSEPP FACILITIES

1. ALL EMERGENCY CLASSIFICATION LEVELS

() Review the lists of automatic actions to ensure they are carried out.

Inform the EOC Supervisor of all actions taken during the emergency, and log all activities in the individual position log.

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WASHINGTON STATE

LVI. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **LOGISTICS COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for assisting the Logistics Section Supervisor in carrying out his/her responsibilities.

OVERALL DUTIES:

Assist the Logistics Section Supervisor with:

- Determining the availability of resources requested, or anticipated to be needed by, the EOC and agencies responding to the emergency.
- Locating and cataloging resources for the involved jurisdiction(s) and agencies responding to the emergency.
- Maintaining the resource listing by tracking the commitment of resources to missions, their consumption, and the release, redistribution or return of resources when missions have been completed. Report these status changes to the EOC Supervisor as they occur and record this information in the individual actions log.

ACTION ITEMS:

- () Report to the State EOC and the Logistics Section Supervisor. Check in with the Receptionist and the switch board operator at the main entrance to the EOC. Begin an individual log of actions taken during the emergency.
- () Maintain the individual log sheet for all EOC activities.
- () In the absence of the Logistics Supervisor perform those duties.

LVII. IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR CGS and CSEPP FACILITIES

ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.
- () Anticipate the transportation and other needs to support a full evacuation of the CGS 10 mile EPZ or the CSEPP IRZ and verify/coordinate the resource needs/back up resources with the Benton/Franklin county EOC Transportation Coordinator.

H-1 WASHINGTON STATE EMERGENCY OPERATION CENTER CHECKLIST

POSITION: **GOVERNOR'S COMMUNICATIONS DIRECTOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES

Acts as advisor to Governor and state decision makers on emergency public information issues. Provides guidance to Public Information Manager on development and dissemination of state emergency public information. Acts as state's primary spokesperson at news conferences during emergencies and disasters.

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Information Manager in the event of an emergency or disaster.
- Obtain information from staff at the State Emergency Operation Center or other emergency centers, as necessary.
- Provide advice to Governor and state decision makers on emergency public information issues.
- Coordinate information with the Public Information Manager, JIC Public Information Manager, Emergency Management Division Assistant director, Governor's Office, and others as appropriate, before release if possible.
- Be prepared to make regular statements to the news media regarding the status of the incident, state response and recovery activities, recommended protective actions and other pertinent topics.
 - ◆ Life saving and health preservation instructions and information should be disseminated as quickly and frequently as possible.
 - ◆ Status reports of the emergency and state and local response efforts should be provided about every four hours, or as often as events warrant.

- Following news conferences, provide briefing to Public Information Manager, Emergency Management Division Assistant Director, and Governor's Office, on results of news conference, and unresolved issues and inquiries.
- Provide briefing on emergency and state response activities to new state spokesperson at shift change.
- Maintain a paper log of your significant activities.
- Serve on the State Recovery and Restoration Task Force, and advise the task force on public information issues.
- Work with Public Information Manager and JIC Public Information Manager to implement the public information plan developed for Reentry, Return, Relocation, and Recovery and Restoration activities.

ACTION ITEMS:

- () Obtain initial briefing on situation and state response activities from Public Information Manager or Emergency Management Division Assistance Director.
- () Discuss initial emergency public information strategy with Public Information Manager or Emergency Management Division Assistant Director.
- () With assistance from state public information staff, initiate contact with news media.

H-2
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **PUBLIC INFORMATION MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES

Serves as manager of state's emergency public information activities. Acts as advisor to the Emergency Management Division Assistant Director and Governor's Communications Director on emergency public information issues. Oversees production, coordination and dissemination of emergency public information. Oversees establishment of telephone hotline for media and public inquiries, as necessary.

OVERALL DUTIES:

- Reports to Washington State Emergency Management Division's (WEMD) Emergency Operations Center Supervisor in an emergency or disaster.
- Provide briefing on emergency and state response activities to public information staff upon activation or shift change.
- Provide direction to Information Team (see EOC Information Center organization chart in EOC Procedures Binder) on preparation and coordination of state emergency public information.
- Ensure state emergency public information is coordinated with the Governor's Communications Director and other appropriate responding agencies, before release if possible.
 - Pre-broadcast coordination of State Emergency Alert System messages should be attempted only if time allows.
- Work with Information and Media Teams (See EOC Information Center organization chart in EOC Procedures Binder) and with the JIC Public Information Manager to resolve problems which occur during coordination activities.
- Ensure final copies of any state emergency public information documents are approved before release. This will be done by placement of date and time of release, and name or initials of lead state public information officer (either the Governor's Communications Director or the Public Information Manager) on the document.
- Ensure regular briefings on the incident and state response activities are provided to the state public information staff.
- Discuss strategy for correcting misinformation and addressing rumors with Assistant Public Information Manager, Governor's Communications Director, JIC

Public Information Manager, and others as appropriate. Ensure appropriate strategies are implemented.

- Assist in scheduling and conducting briefings for news media, as necessary.
- Attend State Emergency Operations Center briefings providing reports on state emergency public information efforts.
- Provide support to affected local jurisdictions, if requested and appropriate, after consulting with Emergency Management Assistant Director.
- Maintain a paper log of significant activities.
- In conjunction with the Governor's Communications Director and the JIC Public Information Manager, formulate and carry out a public information plan for Reentry, Return, Relocation, and Recovery and Restoration activities.
- Ensure media are informed of de-activation of emergency response efforts and provided with phone numbers for use after deactivation.

ACTION ITEMS:

- () Brief the Governor's Communications Director, and key state agency public information officers as necessary, on the incident, its prognosis, and actual or projected state emergency response activities.
- () Discuss initial emergency public information strategy and staffing with Emergency Management Division Assistant Director and Governor's Communications Director.
- () Oversee initial notification EOC activation to state public information officers of supporting agencies after coordination of EOC staffing with EOC Supervisor and Disaster Manager.
- () Ensure contact is initiated with the news media and/or others, providing information regarding state emergency response activities.
- () Delegate tasks to public information team supervisors. However, if other information team supervisors are not present, you must be prepared to assume their duties.
- () Oversee establishment of telephone hotline for media and public inquiries, as necessary.
- () As appropriate, discuss de-escalation or de-activation of state emergency public information activities with Emergency Management Division Assistant Director, Governor's Communications Director, and the JIC Public Information Manager.

- () Ensure media informed of termination of state emergency public information activities, providing phone numbers for use after de-activation.

H-3
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ASSISTANT PUBLIC INFORMATION MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Oversees dissemination of state emergency public information. Coordinates information flow between the State Emergency Operation Center (EOC) and the EOC public information staff. Assists with information gathering and rumor control. Ensures responses to telephone inquiries are made in a timely manner.

OVERALL DUTIES:

- Reports to Washington State Emergency Management Division's (WEMD) Public Information Manager in an emergency or disaster.
- Assist with briefing of public information staff on the emergency and state response activities upon public information staff activation or shift change.
- Ensure approved state emergency public information is distributed within the State Emergency Operation Center, to the governor's Communications Office, and to the State Joint Information Center (JIC) group.
- Ensure external distribution is made of state emergency public information to other emergency centers and media.
- Ensure telephone team receives information on the emergency, state response activities, emergency instructions, time and date of news conferences and other briefings, and other pertinent information. Obtain regular briefings for team from Public Information Manager, technical advisors and other state Emergency Operation Center staff, as appropriate. Such information may be provided verbally or in writing.
- Acts as Public Information Manager in his/her absence.

ACTION ITEMS:

- () Assist in activation of state public information officers.
 - () Ensure media is aware of state EOC activation and state emergency response activities, and is provided with appropriate public information phone numbers (check with Public Information Manager to determine whether this has been accomplished).
 - () Ensure EOC PIO staff has copies of news releases issued by other jurisdictions. If necessary, obtain from Clerical Support.
- () Ensure telephone team members log the time and general content of all calls (both incoming and call back phone calls).
- () Review call-back forms and route to the most appropriate state EOC staff member, or ask the state EOC Supervisor or the technical advisors from supporting agencies for assistance. *Forms*

should be processed and returned to the Public Team Leader or Media Team Leader, as appropriate, within 15 minutes.

- ◆ Number call-back forms sequentially, beginning with the number 200, 201, etc.; confirm numbering with Message Control Clerk.
- () Brief Public Information Manager on trends in information and inquiries which may indicate misinformation or rumors. *Three or more inquiries of a similar nature may indicate the presence of misinformation or rumors.* Discuss strategy for correcting misinformation and addressing rumors. Ensure appropriate strategies are implemented.
- ◆ Ensure new media reports are monitored for accuracy.
- () Assist in scheduling, setting up and conducting briefings for news media, as requested.
- () Attend state Emergency Operation center briefings.
- () Maintain a paper log of significant activities.
- () Assist Public Information Manager in formulating and carrying out public information plans for Reentry, Return, and Relocation, and Recovery and Restoration activities.
- () Assist Public Information Manager in de-escalating state public information activities.

H-4
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DECISION MAKER PIO LIAISON**

OVERALL DUTIES:

- Reports to Washington State Emergency Management Division's (WEMD) Public Information Manager in an emergency or disaster.
- Coordinates internally at WEMD and externally with other PIOs from key state agencies involved in the response.
- Advises and coordinates closely with Decision Makers in the Decision Room at the State Emergency Operations Center.
- Coordinates with the Public Information Manager, Assistant Public Information Manager, and the Information Team Leader on approval of news releases.

ACTION ITEMS:

Upon Notification

- Reports to the Washington Emergency Management Division's Public Information Manager in the event of an emergency or disaster.
- Gets briefed by the Public Information Manager and, as available, the EOC Supervisor, IAP Supervisor, or another EOC staff member.
- Begins paper logging of significant activities.
- Begins coordination with the Information Team Leader, Media Team Leader and Public Team Leader.
- Regularly briefs Public Information Manager on Decision Maker actions and discussions.

H-5
WASHINGTON STATE

LVIII. EMERGENCY OPERATION CENTER

LIX. CHECKLIST

POSITION: **PUBLIC INFORMATION TECHNICAL ADVISORS**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides simple, understandable interpretations of technical information and issues for public information staff. Assists in development and review of state emergency public information for technical accuracy. Responds to inquiries from media and public.

Technical advisors/spokespersons could come from any agency, including the following:

- Department of Health (inquiries relating to radiation or chemical hazard)
- Department of Agriculture (inquiries relating to agricultural commodities)
- Washington Emergency Management Division (inquiries relating to state emergency response issues)
- Washington State Patrol (inquiries relating to law enforcement)
- Washington Department of Transportation (inquiries relating to state highways and roads)
- American Red Cross (inquiries relating to sheltering and caring of persons evacuated from a disaster scene)

OVERALL DUTIES:

- Assist with briefing of public information staff on the emergency and state response activities, including upon PIO staff activation or shift change.
- Provide simple, understandable interpretations of technical information and issues for public information staff.
- Keep abreast of developments, attempting to anticipate inquiries of a technical nature and developing responses to them.
- Assist in development of state emergency public information as requested by public information staff.
- Review draft state emergency public information for technical accuracy, as requested by public information staff.
- Attend news briefings/conferences to make a presentation or answer questions on state emergency response.

ACTION ITEMS:

- () Become familiar with the status of the incident and information already released.

H-6
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **INFORMATION TEAM LEADER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Oversee production and coordination of state emergency public information documents, such as news releases, chronologies, fact sheets, recorded messages and briefing sheets for news conference or other public presentations.

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Information Manager in an emergency or disaster.
- As necessary, assist with briefing of public information staff on the emergency and state response activities upon PIO staff activation or shift change.
- Supervise the drafting of emergency public information. Use available boiler plate press releases (See EOC PIO Procedures Binder in Press Releases section for computer file location) as appropriate. CAREFULLY EXAMINE EACH LINE OF BOILER PLATE TO ENSURE IT IS APPROPRIATE TO THE CURRENT CIRCUMSTANCES.
- Note: Existing boiler plate includes a number of background pieces and fact sheets. These should be disseminated as appropriate.
- Verify accuracy, completeness, appropriateness and timeliness of information. Use Public Information Manager, State Emergency Operation Center staff and technical advisors as necessary.
- Obtain approval for information to be released. Place date and time on each document, as well as initials or name of approval authority on each document or its approval sheet.
 - ◆ Approval may be necessary from one or more of the following sources:
 - Public Information Manager
 - Governor's Communications Director
 - JIC Public Information Manager
 - EMD Assistant Director
 - ◆ Determine who has approval authority at outset of incident.
- Ensure state emergency public information releases are in ascending order for posting or distribution to media.
- Ensure that state emergency public information is coordinated with appropriate local, state and federal agencies, before dissemination if possible.
- Work with Clerical Support Staff to ensure records for all Washington State emergency public information documents are maintained. Use separate folder for each document. Staple or tape the control clearance sheet to each document folder.

ACTION ITEMS:

- () Attend all EOC briefings.
 - () Ensure all news releases regarding activation of State EOC and state response personnel are drafted and prepared for release (check with Public Information Manager or Assistant Public Information Manager to determine whether this has been accomplished).
- () Maintain a paper log of significant activities.
- () Ensure emergency public information documents on appropriate topics are drafted and prepared for dissemination. Priority is on development of instructions or other information for protection of affected citizens.
 - () Assist Public Information Manager in formulating a public information plan for reentry, return, relocation and recovery activities.
- () Ensure emergency public information documents on appropriate topics are drafted and prepared for dissemination. Priority is on development of instructions or other information for protection of affected citizens.
 - () Assist Public Information Manager in de-escalating state public information activities, as necessary or requested.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **INFORMATION TEAM WRITER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Produces news releases, chronologies, fact sheets, briefing papers, brochures, automatic recorded messages, radio and television information spots, and media information packets on state emergency response and recovery activities.

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Information Team Leader in an emergency or disaster.
- Gather information from State Emergency Operation Center (EOC) briefings, information from the decision makers or other EOC staff, boiler plate news releases, status boards and incoming news releases.
- Verify accuracy, appropriateness and timeliness of information. Use Public Information Manager, Information Team Leader, State EOC staff and technical advisors, as necessary.
- Use boiler plate news releases as appropriate. (See EOC PIO Procedures Press Release section for samples) CAREFULLY EXAMINE EACH LINE OF BOILER PLATE TO ENSURE IT IS APPROPRIATE TO THE CURRENT CIRCUMSTANCES.

Note: Existing boiler plate includes a number of background pieces and fact sheets on the above topics. These should be disseminated as appropriate.

- Prepare written copy.
- Attach Control Sheet to written copy, and provide package to Information Team Leader or appropriate approval authority for review and clearance.
- Ensure news release regarding activation of State EOC is drafted and prepared for dissemination (check with Public Information Team Leader to determine whether this has been accomplished).
- Ensure emergency public information documents on appropriate topics are drafted and prepared for dissemination. Priority is on development of instructions or other information for protection of affected citizens.
- Assist Public Information Manager in de-escalating state public information activities, as necessary or requested.

ACTION ITEMS:

- () Reports to State EOC or JIC facility as assigned, and gets briefing from PIO Lead.
- () Begins paper logging of significant activities.
- () Establishes media release priorities with Information Team Leader.

- () Establishes and maintains coordination with other PIOs Media Team, Public Team, and with other EOC staff sections at gathering situation information to put in State public information materials.

H-8
WASHINGTON STATE

LX. EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **INFORMATION TEAM SUPPORT**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Reports to the State EOC's Public Information Manager in an emergency or disaster. Coordinates internally at the State EMD and externally with other PIOs from key state agencies involved in the response. Coordinates with Public Information Manager, Assistant Public Information Manager, Information Team Leader and EOC PIO Liaison. Coordinates with Support Team to disseminate news releases and other materials, and via email on the Internet with State PIOs at a JIC or in the field.

ACTION ITEMS:

Upon notification

- ☐ Reports to the State EOC or JIC facility, as assigned. Gets briefed by the Information Team Leader.
- ☐ Begins paper logging of significant activities
- ☐ Track and maintain coordination approval sheets for Press Release Approval.

H-9
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **PUBLIC TEAM LEADER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides information on the emergency, state response activities, emergency instruction and other information, as appropriate, to news media and the public. Provides feedback to Dissemination Supervisor on inquiries that may indicate misinformation or rumors. Maintains log of telephone contacts.

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Information Manager in an emergency or disaster.
- Provide information on the emergency, state response activities, emergency instructions, time and date of news conferences and other pertinent information to news media and the public.
 - ◆ Use verbal briefings, news releases, resource manual, technical advisors and other staff, and other resources as information sources.
 - ◆ Only general information can be provided regarding the activities of other jurisdictions. Specific inquiries should be referred to the appropriate jurisdiction; phone numbers will be posted.
- Use phone forms (See EOC PIO Procedures) for inquiries where additional information is needed. Give to Media Team Leader for media team processing.
- Log all calls (incoming and call backs). (See EOC PIO Procedures for phone forms)
 - ◆ Note the name of caller, organization caller represents, phone number (if call back is required), brief description of inquiry, time of inquiry, whether a call back is required and time the call back was completed. Note whether the line is busy upon call back.

ACTION ITEMS:

- () Get briefing from the Public Information Manager at the State EOC.
- () Begin paper logging of significant activities.
- () Report to the State EOC or JIC facility near the emergency site, as assigned.
- () Begin coordinating with Public Information Manager, Information Team Leader and Media Team Leader.

H-10
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **PUBLIC TEAM SUPPORT**

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Information Manager in an emergency or disaster.
- Helps provide information to Public Phone Team to answer public inquiries coming into the State EOC or JIC.
- Coordinates with the Public Team Leader, Public Team members and information sources in the State EOC to provide information for public inquiries that require a call back.
- Coordinates with the Support Team Leader.

ACTION ITEMS:

- () Get briefing from the Public Team Leader at the State EOC.
- () Maintains paper log of significant activities.
- () Reports to the State EOC or JIC facility near the emergency site, as assigned.
 - () Begins coordinating with the Public Team Leader and the Support Team Leader to assist in gathering, confirming and posting information and in providing information to respond to rumors.

LXI. H-11

WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **PUBLIC LIAISON**

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Team Leader in and emergency or disaster.
- Answers public inquiries coming into the telephone team at the State EOC or JIC.
- Coordinates with the Public Team members, the Public Team Leader, and the Public Team Support person and information sources in the State EOC to provide information on public inquiries that may require a call back.
- Notes rumors and inconsistencies in public inquiries and refers them to the Public Team Leader.

ACTION ITEMS:

- () Get briefing for the Public Team Leader at the State EOC.
- () Maintains a paper log of significant activities.
- () Reports to the State EOC or JIC facility near the emergency site, as assigned.
- () Begins coordinating with the Public Team Leader, other Public Liaisons, and Media Team to gather and confirm information.

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WASHINGTON STATE

LXII. EMERGENCY OPERATION CENTER
LXIII. CHECKLIST

POSITION: MEDIA TEAM LEADER

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Information Manager in an emergency or disaster.
- Directs the Media Team in responding to and initiating media contacts.
- Coordinates internally at the State EOC and externally with other PIOs from key state agencies involved in the response.
- Coordinates with the Public Information Manager, the Assistant Public Information Manager, the Decision-Maker PIO Liaison, the Information and Public Team Leaders.

ACTION ITEMS:

- () Gets briefing from the Public Information Manager at the State EOC and, if available, the Disaster Manager or EOC Supervisor.
- () Maintains a paper log of significant activities.
- () Report to State EOC or JIC facility near the emergency site, as assigned.
- () Begin coordination with Media Liaisons, and Information Team Leader, and Public Team Leader.

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WASHINGTON STATE

LXIV. EMERGENCY OPERATION CENTER

LXV. CHECKLIST

POSITION: SUPPORT TEAM LEADER

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Public Information Manager in an emergency or disaster.
- Coordinates with the Public Information Manager, the Assistant Public Information Manager, the Media, and the Public Information Team Leaders to provide administrative support as needed.
- Verify fax/email/telephones of coordinating agencies.
- Coordinate with the Information Team to disseminate final news releases and other materials.
- Coordinates and co-directs other State support staff, such as the Public Team Support.

ACTION ITEMS:

- () Reports to the State EOC.
- () Gets briefing by PIO Assistant Lead and, as available, the lead for the EOC Administrative Section and the lead in the Message Center.
- () Begins logging activities on formal log at (pio,doc).
- () Conducts inventory for availability of key reference books (EOC PIO Procedures and Media Guide) as well as for key forms (Coordination Sheets, Fax Cover sheets, Log Sheets, and Phone Sheets)
- () Maintains files of incoming and outgoing information to have on hand for the PIO team, other staff at the State EOC and possibly external audiences.

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WASHINGTON STATE

**LXVI. EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: CLERICAL SUPPORT

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Reports to the Support Team Leader. Acts as messenger for public information operations. Makes copies of and delivers public information documents to distribution points in-house. Sends state public information documents to other locations via facsimile. Assists with word processing. Performs other duties as assigned.

OVERALL DUTIES:

- Relay information and run messages as requested for public information staff
- Distribute public information documents in the State EOC.
- Operate public information fax, as necessary or requested, logging date and time that information is transmitted and received.
 - Ensure each item to be faxed has an attached cover sheet indicating name of the sender and of the intended recipient (s).
 - If using Fax services, complete cover sheet noting specific fax lists to be used.
- Assist Information Team with word processing and public information record and file keeping activities, update white boards with reference information as directed by the Support Team Leader, and performing other duties as assigned.

ACTION ITEMS:

- () Gets briefing from Support Team Leader at the State EOC, and if available, the Public Information Manager or Assistant Public Information Manager.
- () Begin paper log of significant activities.
- () Report to the State EOC or JIC facility near the emergency site, as assigned.
- () Begin coordination with Support Team Leader and Information Team Support.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: JIC PUBLIC INFORMATION MANAGER

GENERAL DESCRIPTION OF RESPONSIBILITIES

Serves as manager of state's emergency public information activities. Acts as advisor to the EOC Public Information Manager at a remote JIC location and Governor's Communications Director on emergency public information issues. Oversees production, coordination and dissemination of emergency public information for the State of Washington at a remote JIC. Oversees media contacts for the State Information at a remote JIC.

OVERALL DUTIES:

- Provide briefing on emergency and state response activities to JIC Public Information Staff upon activation or shift change.
- Provide direction to Information Team Public Information Officers on preparation and coordination of state emergency public information at a remote JIC.
- Ensure state emergency public information is coordinated with the Governor's Communications Director and other appropriate responding agencies, before release if possible.
- Work with JIC Decision Desk (PIO Managers of each agency in the joint operations center) to resolve problems which occur during coordination activities.
- Ensure final copies of any state emergency public information documents released at the JIC are approved before release. This will be done by placement of date and time of release, and name or initials of lead state public information officer (either the Governor's Communications Director, JIC Spokesperson or the Public Information Manager) on the document.
- Ensure regular briefings on the incident and state response activities are communicated to the state public information staff and to the JIC staff.
- Discuss strategy for correcting misinformation and addressing rumors with the EOC Public Information Manager, Governor's Communications Director, Joint Information Center team, and others as appropriate. Ensure appropriate strategies are implemented.
- Assist in scheduling and conducting briefings for news media, as necessary.

- Attend at the JIC appropriate operations briefings providing reports on state emergency public information efforts.
- Provide support to affected local jurisdictions, if requested and appropriate, after consulting with the EOC Public Information Manager.
- Maintain a paper log of significant activities.
- In conjunction with the Governor's Communications Director, and EOC Public Information Manager formulate and carry out a public information plans for Reentry, Return, Relocation, and Recovery and Restoration activities.

ACTION ITEMS:

- () Brief the EOC Public Information Manager, the Governor's Communications Director, and key state agencies public information offices as necessary, on the incident, its prognosis, and actual or projected state emergency response activities.
- () Discuss emergency public information strategy and staffing with EOC Public Information Manager and Governor's Communications Director.
- () Oversee activation of state public information officers at the JIC.
- () Ensure contact is initiated with the news media and/or others, providing information regarding state emergency response activities.
- () Delegate tasks to JIC Public Information Staff/Supervisors at the JIC.
- () As appropriate, discuss de-escalation or de-activation of state emergency public information activities with the EOC Public Information Manager and Governor's Communications Director.
- () Ensure media informed of termination of state emergency public information activities at the JIC, providing phone numbers for use after de-activation.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **JIC SPOKESPERSON**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Act as state's spokesperson at Joint Information Center. Represent the state in public information coordination activities at the Joint Information Center. Assist in management and operation of Joint Information Center, as requested.

OVERALL DUTIES:

- Obtain information from staff at the State Emergency Operation Center or other emergency operation centers, as necessary.
- Ensure public information developed by State Joint Information Center Team is approved for release by the State Emergency Operation Center.
- If necessary, coordinate state emergency public information with agencies operating at the Joint Information Center.

(Note: Information that originates from the State Emergency Operation Center should have been coordinated with other response agencies. Check with the Public Information Manager on each statement originating from the State Emergency Operation Center.)
- Act as primary coordination contact for other agencies operating at the Joint Information Center.
- Make regular statements to the news media assembled at the Joint Information Center regarding the status of the incident, state response and recovery activities, recommended protective actions and other pertinent topics.
 - ◆ Lifesaving and health preservation instructions and information should be disseminated as quickly and frequently as possible.
 - ◆ Status reports of the emergency and state and local response efforts should be provided about every four hours, or as often as events warrant.
- Following each news conference, provide a briefing to the Public Information Manager or Governor's Communications Manager on results of the news conference, and on unresolved issues and inquiries.
- Provide briefing on the emergency and state response activities to new state spokesperson at shift change.
- Assist with management and operation of Joint Information Center, as necessary or requested.
- Maintain a paper log of significant activities.

ACTION ITEMS:

Upon arrival at Joint Information Center:

- () Check in with Governor's Communications Director or Public Information Manager at State Emergency Operation Center. Obtain briefing on situation, state response activities, and public information strategy.
 - () Meet with manager of the Joint Information Center to discuss the state's role in overall operation of the center.
- () Meet with other members of the information coordination group to discuss the state's role in coordination activities.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **JIC TECHNICAL SPOKEPERSON**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

This job description and checklist should be provided by the state agency whose authority and expertise is being called upon, such as Department of Health, Agriculture, and any of a number of other examples.

ACTION ITEMS:

Upon notification

- () Begin paper log of significant activities.
- () Report to the State EOC or JIC facilities near the emergency site, as assigned.
- () Get briefing from the department Lead representative in the EOC and from the Public Information Manager in either the EOC or the JIC.

H-18
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **MEDIA LIAISON**

OVERALL DUTIES:

- Reports to the Washington Emergency Management Division's Media Team Leader in an emergency or disaster.
- In coordination with the Media Team Leader, responds to and initiates media contacts.
- Provides media with timely and accurate information.
- Tracks inquiries for rumors and inconsistencies.

ACTION ITEMS:

Upon Notification

- () Get briefing from Media Team Leader.
- () Begins paper log of activities.
- () Reports to the State EOC or JIC facility near the emergency site, as assigned.
- () Begins coordinating with Media Team Leader, Information Team Leader, and Public Team Leader.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **JIC INFORMATION TEAM WRITER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Produces news releases, chronologies, fact sheets, briefing papers, brochures, automatic recorded messages, radio and television information spots, and media information packets on state emergency response and recovery activities.

OVERALL DUTIES:

- Gather information from State Emergency Operation Center (EOC) briefings, JIC briefings, information from the decision makers or other EOC staff, boiler plate news releases, status boards and incoming news releases.
- Verify accuracy, appropriateness and timeliness of information. Use JIC Public Information Manager, JIC Staff, State EOC staff and technical advisors, as necessary.
- Use boiler plate news releases as appropriate. CAREFULLY EXAMINE EACH LINE OF BOILER PLATE TO ENSURE IT IS APPROPRIATE TO THE CURRENT CIRCUMSTANCES.

Note: Existing boiler plate includes a number of background pieces and fact sheets on the above topics. These should be disseminated as appropriate.

- Prepare written copy.
- Attach Control Sheet to written copy, and provide package JIC Public Information Manager or appropriate approval authority for review and clearance.
- Ensure emergency public information documents on appropriate topics are drafted and prepared for dissemination. Priority is on development of instructions or other information for protection of affected citizens.

Note: Existing boiler plate includes a number of background pieces and fact sheets on the above topics. These should be disseminated as appropriate.

- Assist JIC Public Information Manager in de-escalating state public information activities, as necessary or requested.

ACTION ITEMS:

- () Reports to State EOC or JIC facility as assigned, and gets briefing from PIO Lead.
- () Begins paper log of significant activities.
- () Establishes media release priorities with JIC Public Information Manager.
- () Establishes and maintains coordination with other in JIC and JIC staff to gather information to put in State public information materials.

LXVII. EMERGENCY OPERATION CENTER

LXVIII. CHECKLIST

POSITION: JIC SUPPORT TEAM LEADER

OVERALL DUTIES:

- Reports to the State or JIC facility as assigned.
- Coordinates with the JIC Public Information Manager to provide administrative support as needed.
- Verify fax/email/telephones of coordinating agencies, including State EOC Information Center.
- Coordinate with the Information Team Leader and/or writer to disseminate final news releases and other materials.
- Coordinates and co-directs other State support staff, such as the Public Team Support.

ACTION ITEMS:

- () Reports to the State EOC or JIC facility, as assigned.
- () Gets briefing by JIC Public Information Manager and, as available, the lead for the JIC Administrative Support and the lead in the Message Center.
- () Begins computer and/or paper log of all state se0ction activities.
- () Maintains files of incoming and outgoing information to have on hand for the PIO team, other staff at the State JIC staff and possible external audiences.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **AMERICAN RED CROSS (ARC) LIAISON**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the activities of American Red Cross (ARC) during an emergency. To provide guidance to local chapters of the of the ARC for services to meet human needs with Emergency Congregate Care, Emergency Individual Assistance and Assistance Centers located in the Counties.

ACTION ITEMS:

- () Report to the State Emergency Operations Center (EOC) Administration Section Supervisor. Report extension phone number to the EOC switchboard operator. Begin an individual log of actions taken during the emergency.
- () Receive notification of any evacuation activities from the EOC Operations Section or the EOC Supervisor.
- () Coordinate with ARC representatives in the County(s) EOC.
- () Coordinate congregate care centers to house evacuees for at least three to five days.
- () Ensure adequate ARC personnel coverage for assistance center(s) and congregate care center(s) operations in support of evacuation as outlined in the state and county procedures, and that all personnel report to their duty stations.
- () Coordinate the following services are at each congregate care (emergency shelter) center and Assistance Center:
 - a. Management of the shelter/center
 - b. Lodging (shelter and bedding)
 - c. Registration and inquiry service
 - d. Limited health or first aid care
 - e. Meals for evacuees and workers
 - f. Clothing (if applicable)
- () Provide significant activities information to the Operations Section Supervisor for action if necessary.
- () Request assistance from the Logistic Section Supervisor for additional resources (staffing, supplies, equipment, etc.) when the local chapters or county EOC(s) are beyond their capabilities to provide the normal requirements for support and continued operation at the congregate care or assistance center(s).
- () Ensure the following services are coordinated at each assistance center for a period of at least 12 to 18 hours:
 - a. Meal service for workers
 - b. Registration and inquiry service for evacuees
 - c. Limited health care
 - d. Clothing (if applicable)

- () Ensure ARC personnel develop a disaster welfare inquiry list at all center(s), to provide assistance to evacuee(s) family members.
- () Acquire approximate numbers of evacuee(s) reporting to the congregate care and assistance center(s) and provide this information to the Operations Section Supervisor and assist in posting status displays.
- () When the shelter(s), congregate care and assistance center(s) are no longer required, notify the Operations Supervisor and EOC Supervisor.
- () The closure of all center(s) will be accomplished in accordance with the agreed upon Recovery and Restoration plans as coordinated between the state and county decision makers.
- () When ARC services are terminated by the Assistant Director for Emergency Management, notify all ARC personnel.
- () Ensure that your individual log entries is up to date and turn over logs to the EOC Supervisor at the completion of the emergency or exercise.

I-2
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **WASHINGTON STATE PATROL (WSP) LIAISON**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disasters.
- Providing law enforcement guidance and support to other state agencies and local jurisdictions.
- Maintaining equipment/publications/maps/etc., as determined by the WSP Supervisor, at the EOC for use by the WSP Liaison.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Use the WSP Emergency Operations Procedures as appropriate.
- () Designate a person from WSP to serve on the Recovery/Restoration Task Force (if established).
- () Provide for 24 hour Liaison EOC staffing if necessary.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-3
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DEPARTMENT OF TRANSPORTATION (WSDOT) LIAISON**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides WSDOT primary and alternate liaison as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disasters.
- Operates under the guidelines/regulations/training prescribed by the WSDOT Secretary.
- Maintains equipment/publications/maps as determined by WSDOT Secretary at the EOC to support emergency operations.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities.
- () Check in with the EOC switchboard operator.
- () Maintain a log of events.
- () Use the WSDOT Emergency Operating Procedures as appropriate.
- () Designate a person from WSDOT to serve on the Recovery/Restoration Task Force (if established).
- () Ensure your relief is designated for sustained/extended response.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-4
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: DEPARTMENT OF HEALTH (DOH) LIAISON

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disaster.
- Providing guidance on health issues and support to other state agencies and local jurisdictions.
- Maintaining equipment/publications/maps/etc, as determined by the DOH Supervisor at the EOC for use by the DOH Liaison.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Use the DOH Emergency Operations Procedures as appropriate.
- () If this is a fixed facility event, refer to your department's fixed facility hazards procedures.
- () Designate a person from DOH (usually the State Health Officer) to serve on the Recovery/Restoration Task Force (if established).
- () Provide for 24 hour Liaison EOC staffing if necessary.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-5
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: WASHINGTON STATE DEPARTMENT OF AGRICULTURE (DOA) LIAISON

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing at the state Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disasters.
- Providing guidance for agricultural issues and support to other state agencies and local jurisdictions.
- Maintaining equipment/publications/maps/etc., as determined by the DOA Director, at the EOC for use by the DOA Liaison.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Use the DOA Emergency Operations Procedures as appropriate.
- () Designate a person from DOA to serve on the Recover/Restoration Task Force (if established)
- () Provide for 24 hour Liaison EOC staffing if necessary.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-6a

WASHINGTON STATE

LXIX. EMERGENCY OPERATION CENTER

CHECKLIST

POSITION: **UTILITIES & TRANSPORTATION COMMISSION (UTC) LIAISON (OPS)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides UTC primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and a major disaster.
- Operates under the guidelines/regulations/training prescribed by the UTC Director.
- Maintains equipment/publications/maps etc., as determined by UTC Director, at the EOC to support emergency operations.
- Work with the Operations Section Staff in concert with other state agencies to coordinate the restoration of utility and transportation systems under the jurisdiction of UTC.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to UTC reference documents/procedures for guidance/direction.
- () Ensure your relief is designated for sustained/extended response.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-6b
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **UTILITIES & TRANSPORTATION COMMISSION (UTC) LIAISON**
 TO IAP SECTION

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides UTC primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and a major disaster.
- Operates under the guidelines/regulations/training prescribed by the UTC Director.
- Maintains equipment/publications/maps etc., as determined by UTC Director, at the EOC to support emergency operations.
- Work with the Plans Section Staff in concert with other state agencies to coordinate the restoration of utility and transportation systems under the jurisdiction of UTC.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to UTC reference documents/procedures for guidance/direction.
- () Ensure your relief is designated for sustained/extended response.
- () Provide copies of logs/critical documents for record keeping to the IAP Section Supervisor at the termination of the response.

I-7a
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ENERGY FACILITY SITING EVALUATION COUNCIL (EFSEC) REPRESENTATIVE TO THE EXECUTIVE SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to major Fixed Nuclear Facility emergency affecting the State of Washington.
- Upon request, providing a State Liaison Officer (SLO) to serve at affected facilities' Emergency Operations Facility (EOF) or Emergency Operations Center (EOC).
- Maintaining equipment/publications/maps/checklists etc. as determined by the EFSEC Chair for use by the EFSEC Liaison.
- Works within the EOC's Executive Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the Disaster Manager.

ACTION ITEMS:

When notified by Emergency Management:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the Executive Section.
- () Check in with the EOC Switchboard Operator.
- () Ensure a log of events is maintained.
- () Use the EFSEC Procedures for guidance on activities.
- () Provide for 24 hour Liaison EOC staffing to Executive and Plans Sections, if necessary.
- () Provide copies of logs/critical documents for record keeping to the Disaster Manager at the termination of the response.

I-7b
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ENERGY FACILITY SITING EVALUATION COUNCIL (EFSEC) REPRESENTATIVE TO THE IAP SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to major Fixed Nuclear Facility emergencies affecting the State of Washington.
- Maintaining equipment/publications/maps/checklists etc. as determined by the EFSEC Chair for use by the EFSEC Liaison.
- Works with the EOC's IAP Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the IAP Section Supervisor.

ACTION ITEMS:

When notified by Emergency Management:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to the EFSEC Procedures for guidance on activities.
- () Provide for 24 hour Liaison EOC staffing to Executive and IAP Sections, if necessary.
- () Provide copies of logs/critical documents for record keeping to the IAP Supervisor at the termination of the response.

I-8
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DEPARTMENT OF NATURAL RESOURCES (DNR) LIAISON (OPS)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides DNR primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or a major disaster.
- Operates under the guidelines/regulations/training prescribed by the DNR Director.
- Maintains equipment/publications/maps/checklists etc., as determined by DNR Director, at the EOC to support emergency operations.
- Work with the Operations Section Staff in concert with other state agencies to coordinate the response to disasters, i.e.; a major fire affecting state land, earthquake or flood affecting DNR controlled areas/buildings.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to DNR reference documents/procedures for guidance/direction.
- () Ensure your relief is designated for sustained/extended response.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-9
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DEPARTMENT OF LABOR & INDUSTRIES (L&I) LIAISON to IAP**
SECTION

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing, if requested by Emergency Management, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and technical support to other state agencies and local jurisdictions on safety standard under emergency response/reentry/restoration conditions.
- Maintaining equipment/publications/maps/etc. at the EOC as determined by the Director of L&I for use by the L&I Liaison.
- Works with the EOC's IAP Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the IAP Section Supervisor.

ACTION ITEMS:

If requested by Emergency Management to accomplish the following:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to the L&I Emergency Operations Procedures for guidance on activities.
- () Provide for 24 hour Liaison EOC staffing if necessary.
- () Provide copies of logs/critical documents for record keeping to the IAP Section Supervisor at the termination of the response.

I-10
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DEPARTMENT OF FISH & WILDLIFE (F&W) LIAISON (OPS)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing, if requested by Emergency Management Division, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and resource support to other state agencies and local jurisdictions for emergency response/reentry/restoration conditions.
- Maintaining equipment/publications/maps/etc. as determined by the Director of F&W for use by the F&W Liaison.
- Works within the EOC's Operations Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the Operations Section Supervisor.

ACTION ITEMS:

If requested by Emergency Management accomplish the following:

- () Report to the State EOC Administration Section Supervisor.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to the F&W Emergency Operations Procedures for guidance.
- () Designate a person from F&W to serve on the Recovery Restoration Task Force (if established).
- () Provide for 24 hour Liaison EOC staffing if necessary.

I-11
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **PARKS & RECREATION (P&R) COMMISSION LIAISON (OPS)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing, if requested by Emergency Management Division, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and resource support to other state agencies and local jurisdictions for emergency response, recovery and restoration conditions at state recreational areas.
- Maintaining equipment/publications/maps/etc. as determined by the Commissioner of P&R for use by the P&R Liaison.
- Works with the EOC's Operation Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the Operations Section Supervisor.

ACTION ITEMS:

If requested by Emergency Management accomplish the following:

- () Report to the State EOC Administration Section Supervisor and begin operational activities.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to the P&R Emergency Operations Procedures for guidance and direction.
- () Provide for 24 hour Liaison EOC staffing if necessary.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-12
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DEPARTMENT OF ECOLOGY (ECOL) LIAISON TO PLANS SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing liaison staffing, if requested by Emergency Management, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and resource support to other state agencies and local jurisdictions for emergency response /reentry/restoration conditions.
- Maintaining equipment/publications/maps/etc. as determined by the Director of Ecology at the EOC for use by the Ecology Liaison.
- Works with the EOC's IAP Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the IAP Section Supervisor.

ACTION ITEMS:

If requested by Emergency Management accomplish the following:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to the Ecology's emergency operations procedures, and regulations for guidance.
- () Provide for 24 hour and/or additional Ecology Liaison EOC staffing if necessary.
- () Provide copies of logs/critical documents for record keeping to the IAP Supervisor at the termination of the response.

I-13
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **FACILITY REPRESENTATIVE (FAC REP) FROM THE POWER PLANT**
AS LIAISON (PLANS)

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Providing affected facility liaison staffing at the State Emergency Operation Center (EOC) in support of a response to major Fixed Nuclear Facility emergency affecting the State of Washington.
- Maintaining equipment/publications/maps/checklists etc. as determined by the Facility Planning for use by the Fac. Rep. Liaison.
- Serve as a translator of technical terms and as the expert on plant systems and overall response activities for the IAP Section

ACTION ITEMS:

When notified by Emergency Management:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to the CGS or U. S. DOE-RL Plan and Procedures for guidance and supporting documents.
- () Establish communication with staff at the Facility EOF or EOC.
- () Establish what started the event.
- () Report any problems with the technical information net to the Off-Site Agency Coordinator by the Technical Support Center for resolutions.
- () Verify pertinent data posted on EOC data displays and assist in maintaining the plant status displays.

- () Utilize information provided by the Facility EOF or EOC staff to update key EOC staff members; provide explanations, where appropriate, on power plant actions and recommendations; and provide EOC briefings as requested, in as non-technical and acronym free terminology as possible on such topics as:
 - a. Meteorological and Radiological Conditions.
 - b. Plant Conditions and Prognosis.
 - c. Utility Emergency Response.
 - d. Emergency Classification Level and Protective Action Recommendations.
 - e. Other topics as requested by the EOC IAP Section Supervisor.
- () Refer any requests for media information briefings or interviews to the Joint Information Center (JIC).
- () Assist EOC staff members with interpretation or confirmation of data received from other sources, to be alert for their use of unverified data, and resolve any data conflicts where possible.
- () Be prepared to inform the EOF/EOC staff, normally the Off-Site Agency Coordinator or Technical Support Center, of response actions being directed by the EOC and of the current status of supporting organizations.
- () Monitor protective action decision making and implementation, and inform the Off-Site Agency Coordinator or Technical Support Center immediately if it appears actions being taken may vary from those recommended by the utility.
- () Upon shift change, fully brief relief on responsibilities, duties, and current status.
- () Upon shift change or termination of the emergency or exercise:
 - a. Prepare an individual after-action report.
 - b. Deliver after-action reports and status board logs to Off-Site Agency Coordinator, The Technical Support Center, and the EOC IAP Section Supervisor.

I-14
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **FIRE SERVICES DIVISION (FS) LIAISON (OPS)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides FS primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or a major disaster.
- Operates under the guidelines/regulations/training prescribed by the Assistant Director (AD) of Fire Services Division.
- Maintains equipment/publications/maps/checklists etc., as determined by AD for FS, at the EOC to support emergency operations.
- Work with the Operations Section Staff in concert with other state agencies to coordinate the response to EOC activations for emergencies or major disasters, i.e.; as the lead response agency for major fires, and as a support agency other hazards.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to FS reference documents/procedures for guidance/direction.
- () Ensure your relief is designated for sustained/extended response.
- () Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.

I-15
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **GENERAL ADMINISTRATION (GA) LIAISON (LOG)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides GA primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or a major disaster.
- Operates under the guidelines/regulations/training prescribed by the GA Director.
- Maintains equipment/publications/maps/checklists etc., as determined by GA Director, at the EOC to support emergency operations.
- Work with the Logistics Coordinator Staff in concert with other state agencies to coordinate the response to disasters as the lead response agency for the:
 - a. Acquisition of additional office space.
 - b. Providing food for mass feeding.
 - c. Ensuring a disaster food supply.
 - d. Contracting of services.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities with the Logistics Coordinator.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Refer to GA reference documents/procedures for guidance/direction.
- () Ensure your relief is designated for sustained/extended response.
 - () Provide copies of logs/critical documents for record keeping to the Logistics Coordinator at the termination of the response.

I-16
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **WASHINGTON NATIONAL GUARD (WNG) LIAISON TO OPERATIONS SECTION.**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

- Provides WNG primary and alternate liaison as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Operates under the guidelines/regulations/training prescribed by The Adjutant General (TAG) of the WNG.
- Maintains equipment/publications/maps/etc., as determined by TAG, at the EOC to support emergency operations.
- Works with the Operations Section Staff in concert with other response agencies to coordinate the response to disasters, such as floods, earthquakes, major chemical spills, etc.

ACTION ITEMS:

- () Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section. Check in with the EOC Supervisor if this is initial response or WNG staff if relieving.
- () Check in with the EOC Switchboard Operator.
- () Maintain a log of events.
- () Ensure relief is designated for sustained/extended operations.
- () Provide copies of logs/critical documents for record keeping to the EOC Supervisor at the termination of the response.